

NAME – ARPAN MONDAL

DESIGNATION – SENIOR ANALYST

TOPIC – STRUCTURING OF COMMUNICATION

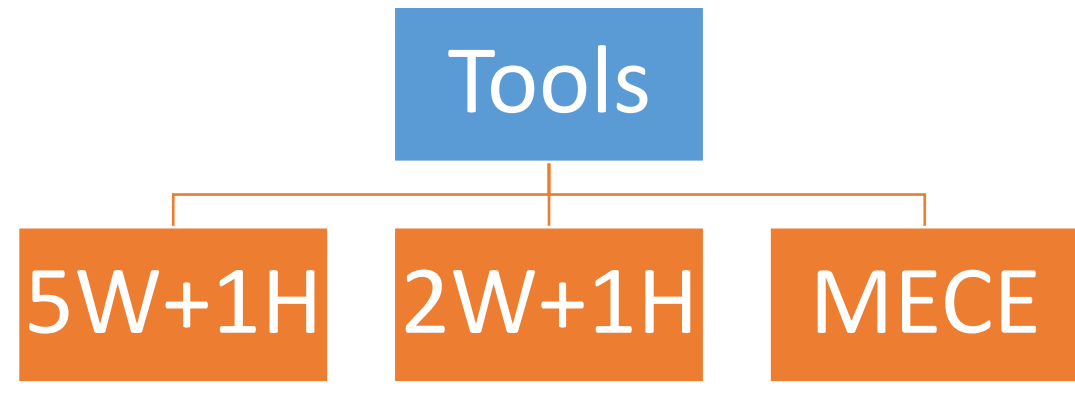
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## WHY?

In order to communicate with each other we need to do a proper structuring.

## TOOLS FOR STRUCTURING OF COMMUNICATION



### 5W+1H

What, Where, Why, Who, When, How (When there is enough time for explanation.)

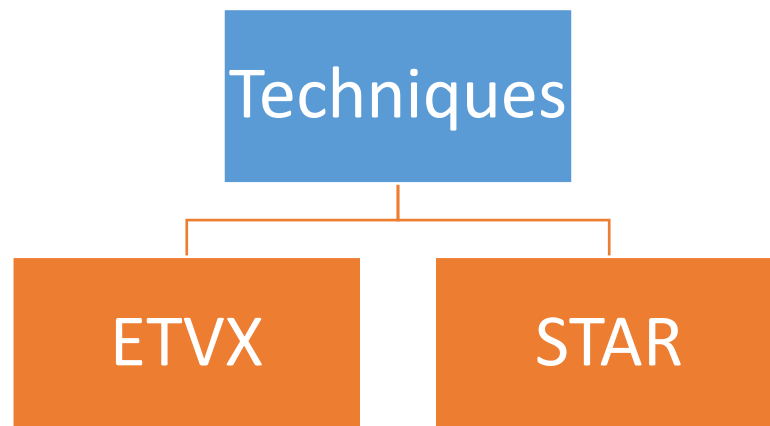
### 2W+1H


What, Why, How (It is being used when there is time constraint.)


### MECE

Mutually Exclusive and Collectively Exclusive. It is used by consultancy firms to provide solutions to their clients who comes with complex problems which require a detailed analysis and break down of the problem in several small problems.

## TECHNIQUES



 **ETVX** : It is used to describe any industrial process with proper structure

 **STAR**: It basically determines which tool is to be used. We should make appropriate choice for appropriate tools at particular moment.