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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.