**Specific Communication- 4 Cs**

Communication not only includes the expressing ones ideas and thoughts but also it includes how it is conveyed. This comes under specific communication. It consists of 4 Cs of communication**-(i)Clear (ii)Complete (iii)Correct (iv)Climate**

**1) Clarity**: This includes that what we speak should be understandable. Clarity includes our tone, intonation, empathy. The structure our speech also plays a major role in clarity of speech.

**2) Complete:** There must be no vagueness and no hiding of information for effective communication. The below depicted the components of completeness which includes active listening, active reading and probing techniques.

**3) Correct:** The correctness of communication is of paramount importance. This includes the grammatical correctness of the structure of the sentences. Also the information must be accurate. Punctuation, tenses spelling must all be correct.

**4) Climate:** This is a hidden trait that one must contain for an effective communication. This includes body language, the way we talk, the posture we maintain during communication, the energy level we maintain during talking and listening.

**Critical Thinking**

 It refers to the ability to analyse information objectively and make a reasoned judgment. Critical thinking involves the evaluation of sources such as data, facts, observable phenomenon, and research findings. Good critical thinkers can draw reasonable conclusions from a set of information and discriminate between useful and less useful details to solve a problem or make a decision. It’s no surprise that critical thinking abilities are some of the most sought after skill in almost every industry and workplace.

Part of critical thinking is the ability to carefully examine something, whether it is a problem, a set of data, or a text. People with analytical skill can examine information, and then understand what it means, and what it represents.

Critical thinking often involves some level of creativity. You might need to spot patterns in the information you are looking at or come up with a solution that no one else has thought of before. All of this involves a creative eye.

To think critically, you need to be able to put aside any assumptions or judgments and merely analyse the information you receive. You need to be objective, evaluating ideas without bias.

Problem Solving is another crucial critical thinking skill that involves analysing a problem, generating and implementing a solution, and assessing the success of the plan. After all, employers don’t simply want employees who can think about information critically. They also need to be able to come up with practical solutions.

**Post Session Assignment**

**You are the elected student body President of your college. Most students wish to have an annual cultural fest. As the President, you brought it up with the college management. Some of the concerns they hinted at were budget, discipline and behavior issues, and space constraints. However they ask you to send a written proposal to consider this. Write a convincing 300-400 word well-structured proposal that will convince the management to approve your request.**

Sir,

This is to bring to your kind notice that our college will be having its annual cultural festival “Eclektika“next month. This time we are planning to invite Shreya Ghosal as the chief guest for the CelebNight. This has never happened in the history of our college. This will not only increase our college reputation but also the students will be excited and next year, students’ admission will also increase by manifolds.

We have already talked to her manager about dates and there will not be an issue of budget as we have 6 big sponsors including Hotel Hyatt as hospitality partner, Ola Cabs as Travel partner, Zomato as food partner, and few monetary sponsors. Thus we have ample funding.

We have talked to the Security management of our college and they have assured to provide better security. Regarding discipline and behavior of the students, I assure you that they will be at their best. The students have promised that there would be no behavioral issues from their end.

We are planning to set up the stage on the football ground itself as to properly utilize the space .It would be big enough to accommodate the entire college. Also we have talked to the managing team of Deen Dayal Auditorium. They have agreed to lend us the hall at nominal rates. We request you to guide us in this matter. The quotations of the stage and the auditorium are attached.

We hope for a positive reply and being the president of the student body I wish to cordially invite you to our cultural fest “Eclektika”. We hope you would enjoy the time and would have an amazing concert.

Thanking You.

Yours sincerely,

Astha

President,

Student Body,

NIT Raipur.