Name: Asad Ali Abbasi

ID: FA19-BSSE-0050

Section: CM

# Quiz: 02

Write brief on 3 point of 7 Cs of Communication.

## Completeness

The communication must be complete. It should convey all facts required by the audience. The sender of the message must take into consideration the receiver’s mind set and convey the message accordingly. Your message should have all 5Ws what, why, where, when, who and for extra info provide info with how.

## Conciseness

Conciseness means wordiness. Communicate what you want to convey in least possible words without forget about others Cs of communication. It saves reader time, it gives main message and avoid needless words.

## Consideration

Its mean stepping into the shoes of others. Effective communication must take the audience into consideration their view point, background, education level. Deliver your message that suit audience needs. Also emphasize on “you” approach.