**4 C’s of Communication**

The 4 C’s of Communication are:

1. Clarity
2. Correct
3. Complete
4. Climate

* Correctness

This includes

* Accurate information
* Grammar
* Spelling
* Clarity

This includes

* Structuring
* Tone
* Pacing
* Intonation
* Empathy
* Emphasis
* Choice of words
* Completeness

This includes

* Active Reading
* Active Listening
* Probing Techniques (Asking relevant questions and explanations)
* Climate

This includes

* Culture
* Impression Management
* Professionalism
* Building Rapport
* Assertiveness
* Interpersonal Skills
* Positive self-talk
* Energy Level
* Body Language