**Specific of Communication**

* good Body Language
* Tone
* Grammar
* Relevance
* Clarity

**The four Cś of Communication**

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

Positive stroke and Negative stroke in communication also plays a major role. Meeting someone and just giving them a smile adds a positive stroke. Also meting and ignoring makes the conversation negative.

1. **Correctness**

Correctness comprises of Grammar, Spelling and Accurate information. Grammar plays an important role in written communication. A sentence which is grammatically incorrect changes the entire meaning of the sentence and also make negative impression on the writer.

1. **Clarity**

Components of clarity are

1. Structuring
2. Tone
3. Information
4. Facing
5. Empathy
6. Emphasis
7. Choice Of Words
8. Completeness

Following are the components which makes the conversation complete are

1. Active Reading
2. Active Listening
3. Probing Techniques(Asking Relevant and Proper questions)
4. **Climate**
5. Culture
6. Impression Management
7. Professionalism
8. Building Repo
9. Assertiveness
10. Interpersonal Skills.
11. Positive self-talk
12. Energy Level
13. Body Language

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