FOUR Cs OF COMMUNICATION

1.CLEAR

2.COMPLETE

3.CORRECT

4.CLIMATE

CLARITY

There are various components which contribute immensely in making verbal and written communications clear like structuring, tone, choice of words, voice modulation and speed.

COMPLETENESS

Two way communication, active learning, active listening, probing techniques etc. completes the communication including paraphrasing.

CORRECTNESS

Accurate Information plays a big role to have correct communication. Instead of giving irrelevant information correct casing, grammar and punctuations helps in correct communication.

CLIMATE

For any actions that take place, there is one dominant skill and some hidden skillsets are necessary

ARCHITECTURE OF COMMUNICATION

1. Culture
2. Impression management
3. Professional behavior
4. Building relationships
5. Assertiveness
6. Interpersonal skills
7. Energy level
8. Body Language