

Seven C's of Communication

These are following Seven C's of communication: -

- (i) Correctness (ii) Clarity (iii) Conciseness (iv) Completeness (v) Consideration (vi) Concreteness
(vii) Courtesy

❖ **Correctness: -**

At the time of encoding, if the encoder has complete knowledge approximately the decoder of message, it makes the communication an ease. The encoder need to know the popularity, know-how and educational heritage of the decoder. Correctness method:

- ✍ **Use the proper stage of language.**
- ✍ **Correct use of grammar, spelling and punctuation.**
- ✍ **Accuracy in pointing out facts and figures.**
- ✍ **Correctness in message helps in constructing self-belief.**

❖ **Clarity: -**

Clarity needs the use of simple language and easy sentence shape in composing the message. When there may be readability in supplying thoughts, it's clean for the receiver/decoder to comprehend the which means being conveyed through the sender/encoder.

- ✍ **Clarity makes comprehension easier.**

❖ **Conciseness: -**

A concise message saves time of each the sender and the receiver. Conciseness, in a enterprise message, can be done via keeping off wordy expressions and repetition. Using brief and to the point sentences, along with applicable cloth makes the message concise. Achieving conciseness does not suggest to lose completeness of message.

- ✍ **Conciseness saves time.**

❖ **Completeness:** -

By completeness manner the message ought to bear all of the essential facts to bring the reaction you preference. The sender has to answer all of the questions and with facts and figures. And while proper, pass for extra details.

✍ **Completeness brings the favored response.**

❖ **Consideration:** -

Consideration needs to position oneself inside the location of receiver whilst composing a message. It refers to the use of Your attitude, emphasizes effective first-rate records, visualizing reader's issues, dreams, feelings and his response.

✍ **Consideration manner expertise of human nature.**

❖ **Concreteness:** -

Being precise, bright and precise in place of vague, obscure and preferred ends in concreteness of the message. Facts and figures being offered within the message have to be specif.

✍ **Concreteness reinforces confidence.**

❖ **Courtesy:** -

In business, nearly the entirety starts off evolved and ends in courtesy. Courtesy way not best considering receiver however additionally valuing his emotions. Much can be achieved by the use of well-mannered phrases and gestures, being appreciative, thoughtful, tactful, and showing recognize to the receiver. Courtesy builds goodwill.

✍ **Courtesy improve family members.**