

7 C's of Communication

Effective Communication: A communication between two or more persons in which the message is successfully delivered, received and understood.

Instead of using words, the effective communication also covers several other skills like, non-verbal communication, including emotions, tone of voice, gestures, postures body language and eye - contacts.

Characteristics of Effective Communication

Following 7 C's can play a vital role in making communication effective.

1. Clarity
2. Correctness
3. Conciseness
4. Completeness
5. Courtesy
6. Concreteness
7. Consideration
