

*Taleem Ki Duniya*

# Communication Skills

## 7 Cs Communications Full Explanation

*Handwritten Notes*



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Class  
Subject

Communication Skills (421)

Topic

7C's of Communication

The seven c's of communication is a list of principles that you should ensure all of your communications in better way.

Their purpose is to help ensure that the person you're communicating with hears what you are trying to say.

The seven c's of communication explained further in detail.

# Clear

It's important to be clear about the purpose of the message you're delivering. You should avoid difficult words and jargon, <sup>idiom</sup> use simple structures and focus on the core <sup>important</sup> points of your message. Your message should be clear that must be understood by the recipient or listeners easily.

# Correct

It's essential that the content of the communication that included both the factual information and language and the grammar you use are correct.

If <sup>find face</sup> your audience spots errors in either, they must be distracted. This will reduce the effectiveness of your communication.

# Complete

Completeness is often one of the most important of the 7c's of communication.

When creating a message, it's important to give the recipient all of the information they need to follow your line of reasoning and to reach the same conclusions you have.

This level of detail will be different levels in different situations, and you should adjust your communications accordingly.

# Concise

In communication, it's important to stick to the point and keep your messages short and simple.

Don't use many words for one point. Don't repeat your messages. Focus on main point and message, and tell this in concise manner.

# Concrete

When you communicate to other persons, you must ensure that you are specific and that the logic and messages that you're using fit together, build on each other and support each other. Your arguments should be based on solid facts and opinions from <sup>trusted</sup> credible sources and you should share <sup>credible</sup> data to support your argument.

# Courteous

People are not always courteous. You can increase the effectiveness of your communications by being polite and showing your audience that you respect them. Your messages should be friendly, professional, considerate, respectful, open and honest.

# Cohesive

also/ logical

The last of the 7's of communication is coherence. If your communications are not coherent they will not be effective.

To help make sure your communications are coherent you should have a logical flow and your style, tone and language should be consistent throughout.

You should also ensure consistency of message when delivering multiple communications.