June is Effective Communications Month. Let's Take a Look at The Seven Cs of Effective Communication.

Conciseness

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Saying what needs to be said in as few words as possible. It is important to keep the message crisp and concise.

Courtesy

Promotes goodwill by showing concern for the receiver. Goodwill comes with a feeling of confidence based on honesty and reliable service.

Concreteness

Conveying a message with precise terms by providing specific details, such as sources of information that receivers may need or want.

Correctness

The details of a message are accurate. Details involve not only the message content but also the message appearance.

Clarity

Writing easy-to-read and easy-to-understand messages.

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Completeness

A complete message is of paramount importance as it promotes goodwill and uses sentences to answer all the 6 W questions who, what, when, where, why, and how.

Consideration

Envisage your audience, their requirements, emotions as well as problems. Ensure that the self-respect of the audience is maintained, and their emotions are not harmed.