



FIVE "C's" OF COMMUNICATION

- CLEAR*** - *FREE FROM AMBIGUITY*
SAYING WHAT YOU MEAN
- COMPLETE*** - *POSSESSING ALL NECESSARY PARTS,*
THOROUGH
SAYING THE ENTIRE STATEMENT
- CONCISE*** - *BREVITY OF EXPRESSION OR*
STATEMENT
SAYING IT WITH AS FEW WORDS AS
POSSIBLE
- CONCRETE*** - *CHARACTERIZED BY OR BELONGING TO*
EXPERIENCES OF ACTUAL THINGS OR
EVENTS
SAYING IT BASED ON ACTUAL FACTS
- CORRECT*** - *CONFORMING TO CONVENTIONAL*
STANDARDS
SAYING THE RIGHT STATEMENT AT THE
RIGHT TIME