

## BASICS OF COMMUNICATION – INSTRUCTOR'S '7's ATTACHMENT

### 7 PROCEDURES FOR EFFECTIVE COMMUNICATION:

1. **Start with the end in mind:** Define your communication goals and objectives before initiating any conversation or message.
2. **Know your audience:** Tailor your communication to your audience's needs, interests, and preferences.
3. **Listen actively:** Listen attentively to the other person's message and seek to understand their perspective before responding.
4. **Use clear and concise language:** Communicate your message in a simple and easy-to-understand manner.
5. **Be aware of your nonverbal cues:** Use positive body language, eye contact, and tone of voice to convey a message that is consistent with your words.
6. **Choose the right medium:** Select the appropriate communication medium based on the context and message, such as email, phone, or face-to-face.
7. **Be mindful of cultural differences:** Understand and respect cultural differences in communication styles and norms.

### 7 THINGS TO CONSIDER FOR AN EFFICIENT COMMUNICATOR:

1. **Provide feedback:** Give and receive feedback constructively and respectfully.
2. **Address conflict proactively:** Anticipate and address potential conflicts early on to avoid escalation.
3. **Use humor appropriately:** Use humor to break the ice and create a positive atmosphere, but avoid inappropriate or offensive humor.
4. **Be assertive:** Express your needs and opinions assertively, but without being aggressive or disrespectful.
5. **Use active voice:** Use active voice in your communication to convey a sense of agency and confidence.
6. **Stay focused:** Avoid distractions and stay focused on the conversation or message.
7. **Follow up:** Follow up on your communication to ensure that your message has been received and understood.

## 7 QUOTES ABOUT COMMUNICATION SKILLS:

1. "Communication is the key to success in any relationship, personal or professional." - Unknown
2. "The most important thing in communication is hearing what isn't said." - Peter Drucker
3. "Communication is not just words, it's how those words are said." - Unknown
4. "Effective communication is 20% what you know and 80% how you feel about what you know." - Jim Rohn
5. "Good communication is as stimulating as black coffee, and just as hard to sleep after." - Anne Morrow Lindbergh
6. "To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others." - Tony Robbins
7. "Communication is the lifeline of any relationship. Without it, the relationship is dead on arrival." – Unknown

## 7 STRATEGIES FOR COMMUNICATION:

1. Know your audience and tailor your message to their needs and interests.
2. Use active listening skills to ensure that you understand what the other person is saying.
3. Be clear and concise in your message to avoid confusion or misunderstandings.
4. Use appropriate nonverbal communication, such as eye contact and body language, to reinforce your message.
5. Avoid making assumptions and ask clarifying questions to ensure you have a full understanding of the situation.
6. Choose the right communication channel, such as in-person or email, based on the message and audience.
7. Follow up to ensure that the message was received and understood, and address any questions or concerns.

## 7 TECHNIQUES FOR EFFECTIVE COMMUNICATION:

1. Use open-ended questions to encourage dialogue and get more information.

2. Practice reflective listening by paraphrasing and summarizing what the other person has said.
3. Use "I" statements to express your feelings and perspective rather than placing blame.
4. Use positive language and avoid negative or confrontational language.
5. Use visual aids such as diagrams or charts to help convey complex information.
6. Use humor and storytelling to engage your audience and make your message more memorable.
7. Use active voice and avoid passive voice in your communication.

## 7 MUST DO THINGS ON COMMUNICATION

1. Your tone of voice and body language can convey as much or more than your words.
2. Timing is important – choose the right time and place to have important conversations.
3. Cultural differences can affect communication – be aware of these differences and adjust accordingly.
4. Be aware of potential communication barriers, such as language or physical disabilities.
5. Avoid using jargon or technical terms that may not be understood by everyone.
6. Emotions can play a big role in communication – be aware of your own emotions and those of the person you are communicating with.
7. Always aim for mutual understanding and respect in your communication.

## 7 TIPS AND TRICKS FOR EFFECTIVE COMMUNICATION:

1. Practice active listening by repeating back what the other person has said.
2. Use positive reinforcement to encourage open communication and sharing of ideas.
3. Be aware of your own biases and assumptions, and strive to remain objective.
4. Use body language to convey openness and receptiveness.
5. Use clear and concise language to avoid confusion or misunderstandings.
6. Avoid interrupting or talking over the other person.
7. Use "I" statements to express how you feel or what you need, rather than placing blame on others.

## 7 FORMULAS FOR EFFECTIVE COMMUNICATION:

1. **Clarity Formula:** Message clarity = (Simplicity + Specificity) x Brevity
2. **Connection Formula:** Connection = (Empathy + Active Listening) x Respect
3. **Influence Formula:** Influence = (Credibility + Confidence) x Conviction
4. **Feedback Formula:** Feedback = (Observations + Reactions) x Solutions
5. **Conflict Resolution Formula:** Conflict Resolution = (Empathy + Active Listening) x Collaborative Problem Solving
6. **Persuasion Formula:** Persuasion = (Credibility + Emotion) x Logic
7. **Trust Formula:** Trust = (Consistency + Reliability) x Transparency

Note that these formulas are simplified versions of complex processes, but they can serve as a helpful starting point for understanding and practicing effective communication.

## 7 INTERESTING THINGS ABOUT EFFECTIVE COMMUNICATION:

1. Communication is a two-way process. It's not just about what you say, but also about how you listen.
2. Different people have different communication styles, and it's important to recognize and adapt to those differences.
3. Effective communication is not just about words, but also about body language, tone, and facial expressions.
4. Active listening involves not only hearing what someone says, but also understanding and responding to their message.
5. Technology has changed the way we communicate, but face-to-face communication is still the most effective form of communication.
6. Nonverbal cues such as eye contact, posture, and gestures can convey more meaning than words alone.
7. Good communication skills are essential for building strong relationships, managing conflicts, and achieving success in both personal and professional settings.

## 7 INFORMATIVE HACKS FOR EFFECTIVE COMMUNICATION:

1. Speak clearly and concisely.
2. Listen actively and attentively.

3. Be aware of nonverbal cues.
4. Adapt your communication style to your audience.
5. Use simple and familiar language.
6. Give and receive feedback constructively.
7. Stay calm and respectful, even in difficult situations.

## 7 POWERFUL BOOKS ON EFFECTIVE COMMUNICATION:

1. "Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler.
2. "How to Win Friends and Influence People" by Dale Carnegie.
3. "The 7 Habits of Highly Effective People" by Stephen R. Covey.
4. "Nonviolent Communication: A Language of Life" by Marshall B. Rosenberg.
5. "Difficult Conversations: How to Discuss What Matters Most" by Douglas Stone, Bruce Patton, and Sheila Heen.
6. "Verbal Judo: The Gentle Art of Persuasion" by George J. Thompson.
7. "Influence: The Psychology of Persuasion" by Robert B. Cialdini.

## "7 C'S OF COMMUNICATION" MODEL, WHICH INCLUDES:

1. **Clear:** Ensure your message is clear and easily understood.
2. **Concise:** Keep your message brief and to the point.
3. **Complete:** Provide all necessary information to avoid confusion.
4. **Correct:** Ensure your message is accurate and free of errors.
5. **Concrete:** Use specific and tangible language to make your message more memorable.
6. **Coherent:** Ensure your message is logically organized and easy to follow.
7. **Courteous:** Be respectful and considerate in your communication.

## "7 PRINCIPLES OF COMMUNICATION" MODEL, WHICH INCLUDES:

1. **Clarity:** Ensure your message is clear and easy to understand.
2. **Comprehension:** Ensure your audience understands your message.
3. **Attention:** Capture and maintain your audience's attention.

4. **Consistency:** Ensure your message is consistent across all channels and platforms.
5. **Timeliness:** Deliver your message at the right time.
6. **Appropriateness:** Ensure your message is appropriate for your audience.
7. **Credibility:** Establish trust and credibility with your audience.

## 7S FRAMEWORK OF COMMUNICATION:

1. **Strategy:** Define the communication objectives and goals.
2. **Structure:** Organize the communication process and channels.
3. **Systems:** Use technology and tools to facilitate communication.
4. **Skills:** Ensure that communicators have the necessary skills and knowledge.
5. **Staff:** Provide appropriate training and resources for communication staff.
6. **Style:** Establish a consistent and appropriate communication style.
7. **Shared values:** Foster a culture of open and effective communication.

## 7 STANDARDS OF EFFECTIVE COMMUNICATION:

This model is based on the principles of the book "Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler. The principles are:

1. **Start with a heart:** Focus on the real issues and emotions.
2. **Learn to look:** Observe nonverbal cues and listen actively.
3. **Make it safe:** Create a safe and respectful environment for communication.
4. **Master your stories:** Understand your own and others' perspectives and assumptions.
5. **State your path:** Communicate your objectives and goals clearly.
6. **Explore others' paths:** Understand and acknowledge others' perspectives and goals.
7. **Move to action:** Develop a plan of action and follow up.

## THE 7 SINS OF COMMUNICATION:

1. **Sloth:** Being too lazy to communicate effectively.
2. **Pride:** Overestimating your own abilities and underestimating others.
3. **Envy:** Being jealous of others' communication skills.

4. **Anger:** Allowing anger and emotions to dictate your communication.
5. **Lust:** Being too focused on your own needs and desires.
6. **Gluttony:** Over-communicating and not allowing others to contribute.
7. **Greed:** Hoarding information and not sharing it with others.

## 7S MODEL OF COMMUNICATION COMPETENCE:

This model is used to describe the seven key elements of communication competence:

1. **Sensitivity:** Being aware of the social and cultural context of communication.
2. **Selectivity:** Choosing the appropriate communication behaviors for the situation.
3. **Supportiveness:** Being supportive and empathetic towards others.
4. **Skillfulness:** Possessing the necessary communication skills and knowledge.
5. **Sophistication:** Being able to adapt to different communication situations.
6. **Strategy:** Choosing the appropriate communication strategy for the situation.
7. **Self-awareness:** Understanding your own communication strengths and weaknesses.



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## STILL MORE? NO THIS IS JUST A NOTE.

Haha, indeed, 7 is a popular number when it comes to communication strategies, frameworks, and models. This may be because it is a number that is easy to remember and also has some cultural significance as a lucky number in many parts of the world. While the number 7 may be a lucky one for some, it's not just a matter of superstition when it comes to communication. In fact, the concept of the "7s" is a tried-and-true method for effectively communicating information in a concise and memorable way. And who better to teach you about effective communication than the one and only instructor Prajwal, whose lucky number just so happens to be 7! But don't worry, even if 7 isn't your lucky number, you can still benefit from learning about the essential communication strategies that Prajwal Insights has to offer like above on 7 pages. **LOL**. So let's get ready to communicate like a pro, with a little bit of professional humor thrown in for good measure!

For example, some of the popular communication frameworks and models that use the concept of 7 include:

1. **The 7 C's of Communication** - Clear, Concise, Concrete, Correct, Coherent, Complete, Courteous
2. **The 7 S's of Communication** - Significance, Situation, Strategy, Structure, Style, Support, Skills
3. **The 7 V's of Communication** - Visualize, Voice, Verbalize, Validate, Value, Variety, Vigor
4. **The 7 P's of Communication** - Purpose, Plan, Prepare, Practice, Politeness, Precision, Persuasion
5. **The 7 R's of Communication** - Respect, Relate, Respond, Reflect, Research, Reason, Reveal
6. **The 7 Keys to Effective Communication** - Clarity, Listening, Understanding, Simplicity, Empathy, Feedback, Respect
7. **The 7 Principles of Communication** - Clarity, Concision, Consistency, Correctness, Courtesy, Completeness, Consideration

Furthermore, the number 7 is also significant in literature and mythology, which may explain why some authors choose to use it in their work. In summary, while the number 7 may seem like a coincidence when it comes to communication, it is a popular number for frameworks and models because it is easy to remember and has cultural significance. We hope you had a great time learning about the basics and essentials of effective communication through the 'Prajwal Insights' basic free program course. As you move forward with your assessments and certifications, we wish you the best of luck. Don't forget to share your certificates and accomplishments on your professional networks to showcase your newly acquired skills and knowledge. Lastly, I would like to remind you to leave a review of your experience with the program. Your feedback is crucial to us, and it helps us improve the program to provide better learning experiences in the future.

**Thank you (DHANYABAD) for choosing 'Prajwal Insights' for your learning journey and have a happy and fulfilling learning experience.**