

Tips for Effective Communication

LISTEN ACTIVELY

Give your full attention, avoid interruptions, use nonverbal cues, and reflect to understand and validate the speaker's message and emotions.

PRACTICE EMPATHY

Make an effort to understand other people's point of view, show empathy, and use relatable examples. Build rapport for meaningful interactions.

SPEAK CLEARLY

Organize your thoughts, use simple language, start with key points and then elaborate, eliminate distractions, and seek feedback.

