

5 Ways To --- Communicate Better



1. Active Listening

Pay close attention to the speaker, maintain eye contact, and avoid interrupting. Reflect on what they've said before responding, which shows respect and understanding.

2. Clarify and Confirm

When receiving instructions or information, ask clarifying questions to ensure you understand correctly. Repeat back important points or summarize to confirm your understanding.



3. Nonverbal Communication

Be aware of your body language, facial expressions, and tone of voice. These nonverbal cues can greatly impact the way your message is received.

4. Use Clear and Concise Language

Avoid jargon and complex language when communicating. Use straightforward and easy-to-understand terms to convey your message effectively.



5. Provide Feedback

Encourage open and constructive feedback from others to improve communication. Ask for input on your communication style and actively seek ways to improve it.