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10 easy steps to improve communication skills

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1) Learn The Basic Of Non-verbal Communications

It's not about what you say, it's how you say it.

For a clear and confident conversation, focus on your posture.

Avoid folding your arms or making your self smaller than you are.

Use your eye contact to break the gap.

2) Respect Your Audience

As a speaker, you should respect your audience.

They are here for you to listen. They want to listen to your ideas, so you must respect them.

Remember the quote “Give respect, Take respect“.

If you fail to give respect, they will not listen to you.

3) Ask for honest feedback

Whenever u have a conversation with anyone ask them about your mistakes, progress you have done in conversation.

This will help you in achieving your goals and by looking after your mistakes, you will learn them and improve it.

4) Maintain Eye Contact

Effective comm. is where the speaker makes eye contact with his audience.

The receiver starts trusting to him and shows interest in his words.

Maintaining eye contact builds credibility, and also it shows you care about your listeners.

5) Take time to respond

Remember spoken words can't be taken back.

Before responding, take some time to think properly about the situation and speaker, then reply to him.

It shows you are genuinely interested in his talks and understand them properly.

6) Listen properly to others

Effective communication is where you tend to listen other opinions rather than just throwing your words.

It shows that you are interested in the conversation and sends good vibes.

7) Engage with your audience

Help your audience in taking part in the conversation by asking them question.

This technique is mainly used in speeches where there are many listeners.

Use this method to attract the attention of your audience.

8) Use body language to communicate

Your body is much important as your words as it tells about your personality.

Use your hands while talking so that other's feel confident about your vibe.

9)Be brief but to the point

Keep it simple, avoid going far long.

It will start losing audience interest and will waste their time.

Be simple and short but to the point to increase value of your words.

10) Always work on improving yourself

Even a good communicator works on improving his skills regularly.

Even you think you are perfect, still you can be improved.

REMEMBER NO ONE IS PERFECT

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