

* Soft skill

1) What is the key components of effective communication?

→ Effective communication means transfer of information one person to another and ensuring the message is being interpreted exactly the way it is intended

* The three type of key

1) words

2) tone

3) Body language

1) words :- the communication a sound or letter or group of sound that express a particular meaning

2) tone :- tone is refers to how you utilise words or phrases to create an impact on audience. it is 38% use.

3) Body language :-

it is a language of your body. The language that your body speaks it's use most important communication in 35%.

2) How does active listening contribute to effective communication

— Building trust

Active listening shows that you're paying attention to the speaker which can help build trust and make feel them heard.

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* - improving understanding -
Active listening helps you better understand the speaker's message and lead to better quality response

* - Enhance communication -
Active listening helps increases productivity and reduce conflicts

3) How can you ensure your message is understood as intended.

→ consider the needs you and interested of the people who will receive your message

- keep your message simple and to the point and avoid jargon technical terms and

- Consider the setting and format that best for your message

- Reread your message, check your sources and edit thoroughly before sending

- Ask question to keep ensure

- ensure your message is accurate and check for consistency

4) How can digital communication tool impacts the effectiveness of communication?

→ Digital communication tools allows for voice communication on a variety of device include Smartphone, laptop

- As Asynchronous communication can help team get work done.

increases visibility and transparency
and boost productivity

- Email can help quickly distribute important information while instant messaging can enable real-time conversion