

1. Effective communication involves clarity, active listening, empathy and feedback. These elements ensure messages are understood and interactions are meaningful.

2. Active listening helps you connect with others by showing you genuinely care about what they're saying. It builds trust and understanding, making conversations more meaningful and effective.

3. To make sure your message is understood, use simple language, know your audience, ask for feedback, and be specific. These steps help avoid misunderstandings and ensure your point gets across clearly.

4. Digital tools help us stay connected and productive, but they can also lead to misunderstandings and stress because we miss out on non-verbal cues and feel the pressure to always be available.