

# COMMUNICATION TYPES

**Purpose:** To help facilitators understand the main types of communication and apply practical strategies to strengthen their ability to connect clearly and effectively with participants.

## TYPES OF COMMUNICATIONS:

<i><b>Non-Verbal Communication</b></i>	<i><b>Written Communication</b></i>	<i><b>Visual Communication</b></i>
<ul style="list-style-type: none"><li>• Body language, facial expressions, posture, and gestures.</li><li>• Communicates attitude, emotion, and engagement without words.</li></ul>	<ul style="list-style-type: none"><li>• Messages conveyed through text—emails, notes, worksheets, and chat messages.</li><li>• Relies on clarity, tone, and correct grammar to avoid misunderstandings.</li></ul>	<ul style="list-style-type: none"><li>• The use of images, diagrams, symbols, or visual aids to support understanding.</li><li>• Helps explain complex ideas and keeps participants engaged.</li></ul>

## HOW TO IMPROVE YOUR COMMUNICATION SKILLS

### *Practice Active Listening –*

Focus fully on the speaker, avoid interruptions, and ask clarifying questions.

### *Be Clear and Concise –*

Avoid unnecessary jargon; speak simply and directly.

### *Match Words with Body Language –*

Ensure your tone, expressions, and gestures align with your message.

### *Ask for Feedback –*

Invite others to share how your message came across and adjust accordingly.

### *Adapt to Your Audience –*

Consider the group's age, cultural background, and needs when communicating.

### *Use Visual Support –*

Reinforce verbal messages with images, props, or written key points.

**Facilitator Tip:** *The strongest communicators are also the most adaptable—observe how participants respond and adjust your approach to meet them where they are.*