

Effective Communication

1) What are the key Components of effective Communication?

→ Verbal Communication
Non-Verbal Communication
Written Communication
Listening Communication

2) How does active listening contribute to effective Communication?

→ Listening Communication are most understandable. And listening is most effective when the eyes, ears, mind and heart are used together while listening. And only then does active listening contribute to effective Communication.

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

→ We will ask several questions and get feedback from the audience to know if the message has reached the audience. And we will communicate properly so that it is easy to understand.

4) How can digital communication tools impact the effectiveness of communication?

→ One of the best digital communication tools is email. Email is the best and fastest process through which you can communicate anywhere at any time. But they can also lead to misunderstanding.