



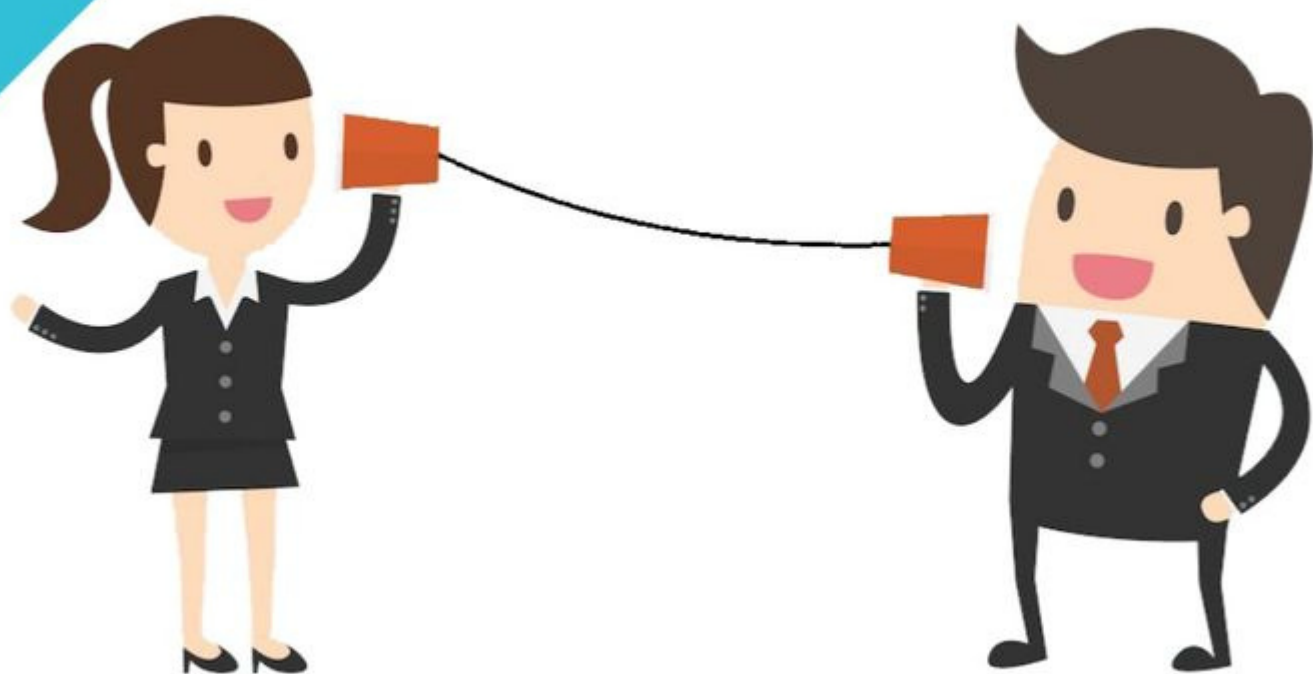
# HOW TO IMPROVE COMMUNICATION SKILLS?



Swapnil Tighare

# 1. LISTEN ACTIVELY


Pay close attention to what and how someone is using sentence and pronouncing words.



# 2. ADAPT TO COMMUNICATION STYLE

Different styles of communication are appropriate in different situations.

If you are communicating with a potential employer, it's better to send a formal email or call them on the phone.



# 3. BE FRIENDLY

Approach your interactions with a positive attitude, keep an open mind and ask questions to help you understand where they're coming from.





# 4. CONFIDENCE

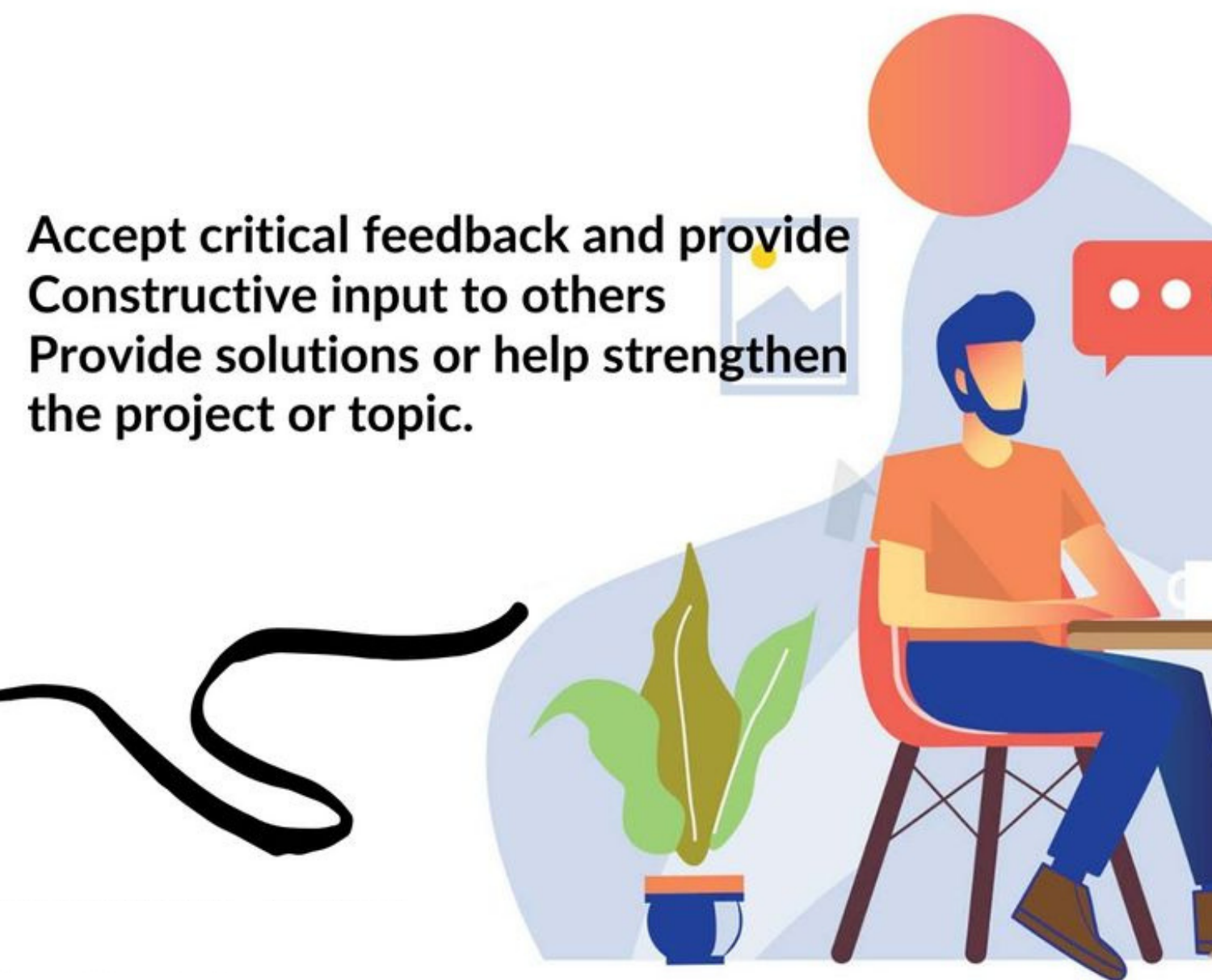
People are more likely to respond to ideas that are presented with Confidence.

## Ways to appear Confident:

- Making eye contact when you're addressing someone.
- Sitting up straight with your shoulders open.
- Preparing ahead of time.
- Presenting polished thoughts.

# 5. GIVE AND TAKE FEEDBACK

Accept critical feedback and provide  
Constructive input to others  
Provide solutions or help strengthen  
the project or topic.



# 6. CLARITY

- Speak clearly
- Be vocal and audible
- Give clear responses
- Be respectful
- Empathetic





# 7. UNDERSTAND NON VERBAL CUES

## It Includes:

- Body language
- Facial expression
- Eye contact



Most Importantly,  
**PRACTICE**

It is an unrated gem.  
You need to keep trying until you  
succeed.

**PRO TIP:**

It is like receiving information.  
It won't work unless you work on  
yourself.





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