

1

PRACTICE ACTIVE

Show that you are fully engaged in the conversation by nodding or providing verbal cues like "I see" or "I understand."

SANJEEV DATTA
PERSONALITY SCHOOL

- CREATING WINNERS, CEADERS & ACHIEVERS -- EATERLANDIA, TOU WINEFOLKOU AND LIGHTSONALTY DESIGNATION

4 USE NON-VERBAL COMMUNICATION

Maintain open and welcoming body language to encourage the speaker. TIPS FOR ACTIVE COMMUNICATION

2

ASK OPEN-ENDED QUESTIONS

Encourage meaningful dialogue by asking questions that cannot be answered with a simple "yes or "na"



3

AVOID INTERRUPTING

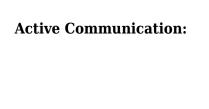
Resist the unge to interrupt or finish someone's sentences. Let the speaker express themselves fully before responding



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Active Communication

Sabine Zange



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