Tips for better communication

sata CommHealth

Be clear and concise

Use simple words to communicate straight to the point.

Be mindful of verbal and nonverbal cues

The tone of voice and body language you use to communicate can help people to listen better to your needs.

Do not speak loudly and fast, or wave your arms around as you speak. People may tend to think you are rude this way.

Instead, speak politely with arms placed behind or at the side of your body.

Manage your emotions

Stay calm in stressful situations so that you can communicate better to solve problems.

If needed, count to 10 to help you manage your emotions better before talking.