Effective Communication 101

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Effective Communication

- Effective communication is a way of communicating where you can effectively get your point across to the audience.
- To where they are also able to comprehend what you are trying to say.

Main Points:

- "Your actions can either promote or nullify your words."
- The information you say must be comprehended by your audience.
- Know what you are talking about
- If not talking, make sure to be listening and understanding what is being said.

Additional points:

- Listen to comprehend and empathize
- Don't be afraid to speak about your thoughts, contradicting their opinion or not.
- Don't degrade yourself over grammatical/language errors.
- Use the right body language to show understanding or consciousness in the conversation.
- Don't repeat your thought process.
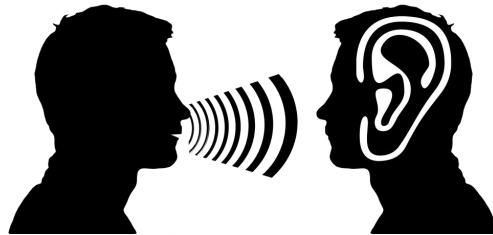
Professional Extracurricular Speech

- Respectfully with an adult or elder
- Using the right terms
- Eye contact/ correct body language
- Contacting correctly while using the correct information.
- Continuously listening and paying attention to the conversation
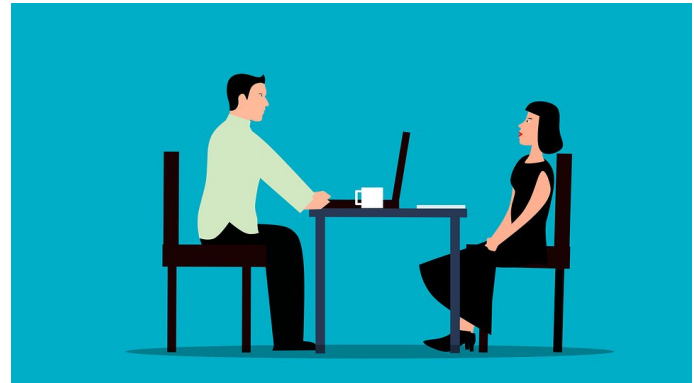
Personal Speech

- Texting on a regular basis
- Using facetime with far away family or friends
- Social Media
- Face to face conversations
- Made up slang terms

Ineffective Communication

- Having a vague understanding of the subject the speaker is talking about
- Not listening in the conversation
- Having no knowledge of the subject you're talking about
- The message being drawn out and not directly delivered.