

# Tips for Effective Business Communication



**Practice Active  
Listening**



**Seek  
Feedback**



**Schedule Team  
Discussions**



**Use the Right  
Tools**



**Pay Attention  
to Nonverbal  
Cues**



**Understand Your  
Team's Communication  
Style**



**Integrate  
Communication  
Training**

# Effective Business Communication A Practical Guide

**J Elliott**



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