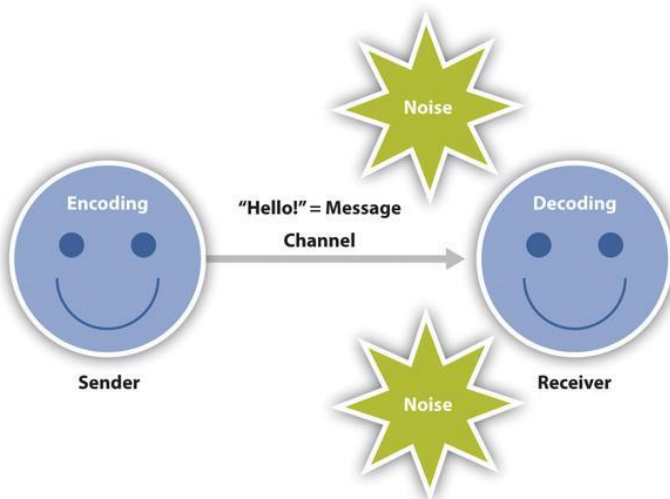
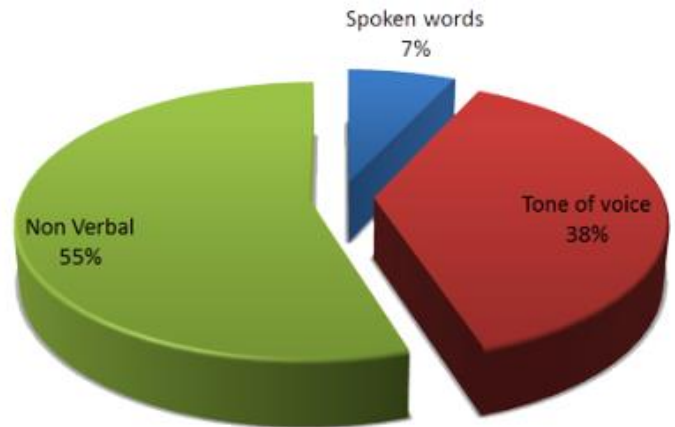




## One-on-One Communication

### Use your non-verbals:

- Body language
- Use space
- Be courteous
- Yield the floor
- Listen actively
- Arrive on-time
- Engage yourself



### Sending and Receiving Messages Accurately:

- Choose words your receiver will understand
- Consider age and experience
- Check in often
- Ask questions on the receiving end

### Get to Know Your Listener:

- Learn some background about that person's interests
- Connect beforehand on a personal level
- Be knowledgeable on several topics
- Learn to enjoy the conversation

