Communication skills and tips

**Listening skills**
There is no way to be a good communicator without listening!
But what is important is to listen carefully, with attention.

**Use body language**
The signs and signals of your body always send messages to your partner.

**Be confident**
If you are introvert and unsure, there are many tips and techniques that are helpful to learn.
When you are confident, it is easy for other people to trust you and to rely on you.

**Be clear and concise**
Do not use long sentences that are difficult to understand!
Stick to the main points.

**Be positive and patient**
The positive attitude has a huge power for successful relationships in business.
Remember that it is always a pleasure to speak with positive people.

**Be respectful**
People love to see that someone respect their efforts, opinions and abilities.
Remember to speak politely to everyone.

**Feedback**
Giving feedback show that you are not just a passive listener.