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Ask the audience a question, encourage people to call out their thoughts during a brainstorming session or at the very least ask hypothetical questions to stimulate the

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Listening Techniques

Ask Questions: "How did you respond?"

"What did you do next?" Show Empathy:!

"I understand what you mean." "That sounds wonderful/ terrible."

Ask for Details: "Tell me more about that...."! "Give me more details

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defined The

communication that is

used within formal

business environment

and produces desired

results and outputs is

called effective

communication. OR

Effective business

communication is the

act of influencing and

inducing others to act

in the manner intended

by the speaker or

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writer/ speaker.

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