What is Communication?
• Communication is sharing information and discussing such information
• It can be verbal, non-verbal, or written
• Allows for understanding others’, accept differences and builds trust
• Communication can share information, differences, beliefs, values, etc.

So how is communication used?
• Communication is used to target a group of people, share information, or discuss topics with others
• Knowing your audience makes communication more effective
• Use the 3 Objectives
  1. Getting TO the people.
  2. Getting INTO the people.
  3. Getting a response OUT of the people.

• If you analyze your message using these three objectives, communication is more effective because you determine problem areas.

Organization
• To be effective, your information must follow some kind of sequence. Your message may be outlined in any of the following ways:

Now how should I use it?
• Communication is used in everyday life: meetings, conversations, presentations, giving feedback, etc.
• Be explicit, clear, an concise when relaying information to others, so the message is transcribed correctly
• Use appropriate body language in communication to avoid misunderstanding
• Communicate over and over again: Once you feel you have communicated it enough, communicate it one more time