

















I'm Danlun Qing.



































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RESPECT THE AUDIENCE





Treat people the way you like to have them treat you.





II. GET PERSONAL

Good communicators establish a personal connection by focusing on how their message may impact the other person.



































V. ASK QUESTIONS

DONTS

"Do you know what I mean?"

"Get what I'm saying?"

DOS

"Am I explaining this well?"













SUM-UP

I've described 4 things that good communicators always do in relation to spoken conversation, but they can be applied to written communication as well.













Thanks!









"The difference between the right word and the almost right word is the difference between lightning and a lightning bug." — Mark Twain











