

How to Improve Your Interpersonal Communication Skills

CHECKLIST

- 1. **Put your phone away.**
.....
- 2. **Maintain eye contact.**
.....
- 3. **Let the person speak uninterrupted.**
.....
- 4. **Avoid making presumptions and assumptions.**
.....
- 5. **Be truthful.**
.....
- 6. **Be aware of your gestures and posture.**
.....
- 7. **Be empathetic.**
.....
- 8. **Develop a positive disposition.**
.....
- 9. **Read extensively.**
.....
- 10. **Express gratitude and appreciation.**
.....
- 11. **Be sincere.**
.....