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Along with the above tips, having just a little of patience, confidence and persuasiveness can help you communicate your information more effectively. Confidence means to take care of what your body language is. Your own sense of self-worth will make you feel effective, rather than helpless.

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Writing That Works: Communicating Effectively on the Job ...

Effective communication in the workplace is an integral element of a business's success; it enhances relationships within the company and with clients, and it increases employee engagement and the overall effectiveness of a team. On the other hand, when teams fail to communicate effectively, the results are detrimental to the business.

The Importance of Effective Communication in the Workplace

Think of your writing, no matter how academic as your part in a conversation. Your job is to explain the information you're trying to convey in a way that's clear and easily understood. (Sometimes, it helps to imagine you're talking rather than writing.) Good Creative Writing and Nonfiction: It's Subjective.

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