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minutes to write a composition on the topic : How to Communicate Efficiently 参考范文 How to Communicate Efficiently People attach more importance to efficient communication nowadays. Communication is definitely important no matter what your career is. Any normal person in this world needs to communicate with others. Parents need to communicate with their children to show their love. a teacher needs to communicate with students to convey knowledge. a student needs to communicate with the teacher to ask questions or prove they have understood what he/she said. a businessman needs to communicate with his partners to make fortune. a diplomat needs to communicate with his foreign peers to express his own countrys standpoint. a political leader needs to communicate with his people to lead their way to a better life. Communication is a very important aspect of the human life, since it is the communication that helps human beings to connect with each other as individuals and as independent groups. Only by efficient communications can we express ourselves and understand others. So, how to communicate efficiently? It requires self-confidence, good articulation and knowledge of how communication can be made more effective. First, organize and clarify ideas in your mind before communication. Second, use appropriate body languages and make eye contacts when necessary.

Third, try to listen to others more. And finally, pay special attention to feedbacks. A win-win communication needs your efforts. 特别推荐：
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