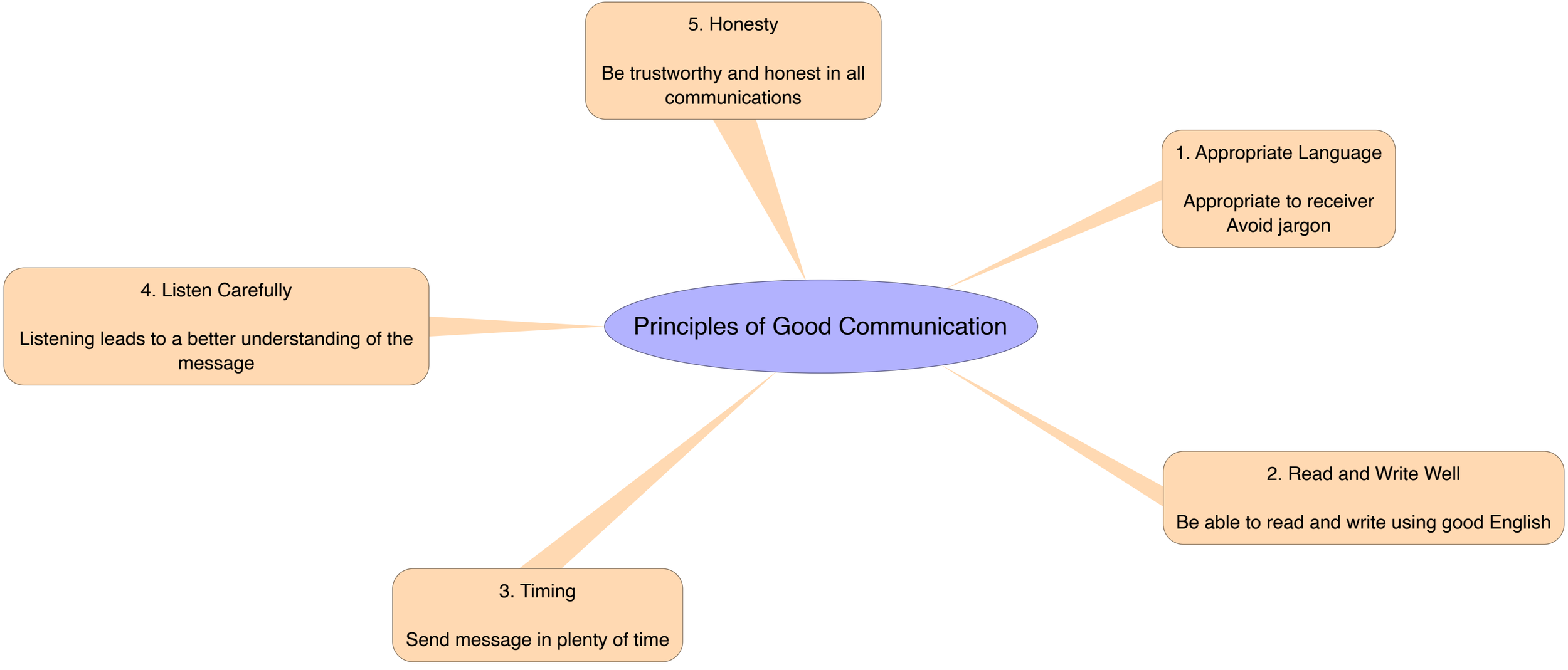
Principles of Good Communication
5. Honesty
Be trustworthy and honest in all communications
1. Appropriate Language
Appropriate to receiver
Avoid jargon
4. Listen Carefully
Listening leads to a better understanding of the message
2. Read and Write Well
Be able to read and write using good English
3. Timing
Send message in plenty of time