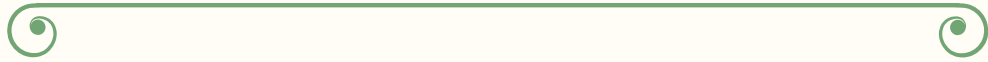




# 5 Professional Communication Tips



- 1) Keep your clients in the loop with regular update emails or calls.
- 2) Be on time to meetings, whether in person or online.
- 3) Respond to emails in a timely manner.
- 4) Get feedback on your work from a friend or coworker to catch any mistakes or areas for improvement.
- 5) Ask questions to make sure you understand your client's needs.

