# Team Interaction Etiquette

Dear Team,

I hope this message finds you well. As we continue to collaborate on our projects, I wanted to take a moment to emphasize the importance of effective verbal etiquette during our interactions.

1. **Listen Actively**: Please ensure that everyone feels heard by actively listening when others are speaking.

2. **Be Respectful**: Use polite language and tone to foster a positive environment.

3. **Provide Constructive Feedback**: When giving feedback, aim to be constructive and supportive.

4. **Encourage Participation**: Invite quieter team members to share their thoughts and opinions.

5. **Stay on Topic**: Keep discussions focused on the agenda to make the best use of our time.

Let's work together to create an atmosphere of respect and collaboration. Thank you for your attention to these vital aspects of our communication.

Best regards,

[Your Name]
[Your Position]