

EFFECTIVE COMMUNICATION SKILLS



LEARNING to communicate effectively is a lifelong process. It is a habit we all develop since infancy.

Communication is simply a process of conveying messages between a sender and a receiver through various methods such as spoken words, written words, and even nonverbal cues.

By communicating well, you are ensuring the other person understands you and you understand them. It is a skill that plays an important aspect in our life, to establish a good relationship with others.

Developing an effective communication skill includes many factors such as the way in which we respond to the person we are speaking, body gestures, facial expression, pitch, and tone of our voice.

Without the ability to communicate effectively with those around you, you will suffer both in your professional and personal life. Therefore it is

necessary to develop good communication skills that will be effective in building relational success.

There are a number of skills you can develop to enhance your ability to communicate well, below are some tips to help you develop it:

STEPS

1 Manifest constructive positive attitudes and beliefs. The attitudes you bring to communication will have a huge impact on the way you compose yourself and interact with others. Choose to be honest, patient, optimistic, sincere, respectful, and accepting of others. Be sensitive to other people's feelings, and believe in others' competence.

2 Speak with clarity and purpose. The purpose of your communication should be clear from the beginning. An appropriate tone and volume can inform listeners you mean what you say, you have thought about what you are saying, and what you are saying is worth hearing. Using proper inflection ensures that your listeners hear exactly what you are saying, and reduces possibilities for misunderstanding.

3 Make eye contact. Whether you are speaking or listening, looking into the eyes of the person are speaking to, to make the interaction more successful. Eye contact conveys interest and encourages your partner to be interested in you in return. In less intimate settings, when giving a speech or when in front of several people, holding the eyes of different members of your audience can personalise what you are saying and maintain attention.

4 Body language can say so much more than a mouthful of words. An open stance with arms relaxed at your sides tells everyone around that you are approachable and open to hearing what they have to say. Arms crossed and shoulders hunched, on the other hand, suggests disinterest in conversation or unwillingness to communicate. Appropriate posture and an approachable stance can make even difficult conversations flow smoothly.

5 Be confident in knowing that you can make worthwhile contributions to conversation. Take time each day to be aware of your opinions and feelings so you can adequately convey them to others. In the big world, someone is bound to agree with you, or even open up a deeper perspective. Therefore the courage to say what you think can afford you the opportunity to learn more than what you knew before.

6 Listen intently. Not only should one be able to speak effectively, one must listen to the other person's words and engage in communication on what the other person is speaking about. Avoid the impulse to listen only for the end of their sentence so you can blurt out the ideas or memories that come to your mind while the other person is speaking.

7 Questioning. Good questioning can ensure your understanding in a conversation. Make your questions open-ended, or come out with questions that require more than a one-word response.

8 Practice makes perfect. Developing advanced communication skills begin with simple interaction. Communication skills can be practiced every day in settings that range from social to professional. New skills take time to refine, but each time you use your communication skills, you open yourself up to opportunities and future partnerships.