How To Improve Communication Skills

Communication is a skill that can be worked on and improved with practice. Good communication can improve your relationships, resolve conflict, and help you work with others to solve problems.

Examples Of Good Communication Skills

- Starting and ending a conversation comfortably
- Staying focused on the conversation
- Active listening



- Giving feedback when asked
- Appropriate body language (e.g., eye contact, hand gestures, etc.)
- Appropriate voice tone and volume

Two Main Ways To Communicate: Verbal And Nonverbal Nonverbal Communication Examples:

Verbal Communication Examples:

Conversation with friends



Presentations

Phone calls



Posture (e.g., relaxed, sitting straight, slouched)

Facial expressions (e.g., smiling, sad, pouting, etc.)

Eyes (e.g., engaged, rolling)

Hand gestures (e.g., thumbs up, waving, etc.)

Tips To Improve Communication Skills

Verbal:

- Think before you speak.
- Explain things in simple ways. Not everyone has the same knowledge as you.
- Speak with confidence.
- Notice your voice tone, volume, and speed. Make changes to express emotion, and to emphasize important points.
- Use humor to develop a connection and lighten the mood.
- Practice active listening. Give your full attention, wait until the other person is finished before you respond. Ask questions to make sure you fully understand.
- · Practice speaking with friends or family to gain comfort.
- Rehearse presentations, or role play communication scenarios with a supportive person.
- Practice communication skills as often as possible.

Nonverbal:

- Make eye contact, but don't stare too much.
- Lean forward, or smile to show interest.
- Occasionally nod your head to show understanding or agreement.
- Maintain calm, and relaxed body language.
- Maintain good posture. Don't slouch or appear uninterested with your body language.
- Use facial expressions to show different emotions. Practice facial expressions in the mirror to make sure they align with the message you want to get across.

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Communicating Effectively 3rd

Baden Eunson

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