

# COMMUNICATION TIPS

Good communication is eminent. Those who communicate well have a greater chance of being hired for that awesome job or create a closer relationship with friends and relatives. Communication is important, especially in this technological, fast, but sometimes lonely era. Believe it or not, but communication is the key to success in all areas. Excellent communication increases productivity. "Communication skills are the tools to success personally and at work."



## Tip 1: Avoid barriers

When someone is talking to you, you are quick to react. Most reactions are barriers. These high-risk responses often tend to impact the conversation negatively, causing an interference.

## Tip 2: Listen with your body

Communicating is more than just listening. You listen with your body. Don't hang in the chair, but bow your body towards the speaker. Make eye contact and make sure that there are no distractions. Imagine that the television is on, and you regularly divert your eyes towards it – this will not be good for the conversation. Effective Attention during a conversation can improve relationships, because it shows the other party that you are interested in him or her.

## Tip 3: Observe the body language

When talking to someone, only a small part of your vocabulary is derived. Nonverbal communication is much more important. During a conversation, these hidden feelings are expressed; that is why it is important to observe one's body language. Pay attention to facial expressions. Clothes, personal care and environment are often telling signs that can be used to properly respond.

## Tip 4: Improving your skills

You may think you can do it all, which is fine, but are you working on improvement of these skills? Perhaps you are responding correctly, but is there no variety in the way you reply. Or do you often pretend to understand what a speaker says, while not paying attention, communicating solely from the "good".

## Tip 5: Be assertive

Not only is communicating listening, but also speaking. Always try to communicate assertively. Imagine being in the cinema and the person in front of you is talking loud, you can keep quiet, but that would make you submissive; when you throw a bowl of popcorn over the person whilst yelling "Shut up", then you would be aggressive. Reacting assertively would mean that you would look the person in the eye and sternly yet politely tell the person "your chatter is disturbing my movie experience."