



Communication consists of sending messages which involve speaking, listening, writing, and understanding. The act of communication takes at least two people to complete.

Having good communication skills in all areas of your life is extremely important. When you think about it, you communicate at almost every opportunity. You may be sending a text message, writing an email, talking to someone, or listening to someone.

When communication is not done effectively, this can lead to unresolved issues and difficulties. Many couples get divorced due to a lack of communication.

Would you say that you know how to communicate well in your everyday life? A person that communicates well displays the following characteristics:

- They know how to pay attention.
- They demonstrate that they understand the situation.
- They pay attention to the person who is speaking.
- They look directly into the eyes of this person.
- They watch for body language, including facial and hand gestures.

When you become good at communication you will find it easier to build relationships and keep them. People who communicate well can work on a team together and produce fantastic results.

Listening skills have to be on the top of the skill list for communication. You can't very well respond if you don't clearly understand the situation. The best way to develop your skills is by doing the following:

## IMPROVE YOUR COMMUNICATION SKILLS

- Pay attention and then ask questions, especially if you are unsure of a certain point.
- Show the person sympathy and understanding, even if your feelings are slightly different.
- Don't interrupt the person when they are speaking. Let them finish talking before taking your turn, and if necessary, present your point of view.
- Do not judge people. Everyone is entitled to their point of view on any subject. This means that there is no one right or wrong viewpoint on anything.

When you can put all of these things into play you are on your way to becoming a good listener. Once you have mastered this skill, you can improve your other communication skills, such as writing and speaking.

You have to agree that it will be much easier to respond by email to someone when you have fully understood the issue. This will be because you took the time to listen attentively in the first place.

Remember taking the time to improve your communication skills can help improve all areas of your life, including building self-confidence and self-esteem.