Using Good Communication Skills

1. Take responsibility for what you are saying, and say it well.
2. Be open minded to others’ thoughts and their feelings.
3. Use a respectful tone of voice, even if you are angry.
4. Speak in a moderate volume, no yelling.
5. Really LISTEN to the other person.
6. Ask questions.
7. Converse without name calling or bad language.
8. Share your feelings using feeling words; sad, angry, happy, confused etc.
9. Use “I” statements, not “you” statements. “I’m happy, I’m concerned, I’m sad, I’m confused etc.”
10. Be willing to work out a compromise.
11. Address the current issue, not everything from the past.
12. STAY CALM.

Remember, if you care enough to communicate WITH a person, then you care ABOUT that person. Work to make the relationship the very best it can be.