* *Essential of good communication skills*

**# WHAT IS GOOD COMMUNICATION SKILLS?**

Good communication is all about **listening effectively**. Take the time to listen to what the other person is saying and practice active listening. Pay attention to what the other person is saying, ask questions and clarify points, and rephrase what they have said so that you know you have understood correctly.

* Effective communication is a process by which information is transmitted between individuals and organizations with the purpose to inform ,to request or persuade and to build goodwill
* It is clear,complete,correct and saves the reader’s time and helps in achieving it’s goal.
* ESSENTIAL OF GOOD

COMMUNICATION

* Clarity of purpose
* Be well informed
* Analyze the audience
* Communicate confidently
* BE consistent
* Keep it simple
* Be straight forword
* Address of your target
* 7C’S OF COMMUNICATION .
* Clear
* Concise
* Concrete
* Correct
* Considerate
* Complete
* Courteous
* USES OF EFFECTIVE COMMUNICATION
* Effective communication helps to understand a person or situation in a better way.
* It enables to solve the difference,build trust and respect in the organization.
* Sometimes our message is misunderstanding or we misunderstand the received message, effective communication helps us to resolve problems with both’s point of view
* Effective communication helps us to connect well with kids,boss,colleagues,etc.
* It helps us in decision making.
* **WHAT MAKES A GOOD COMMUNICATOR ?**
* An Active Listenre,
* An Effective presenter,
* A Quick thinker.
* A win-win Negotiator.

***#COMMUNICATION***

KNOW THAT IS NOT A TIME TO HOLD BACK WITH YOUR PEOPLE UPDATES AND REGULAR COMMUNICATION EVEN IF THERE IS NOT A LOT OF NEW INFORMATION AND THE MESSAGE IS LARGELY PERSONAL .WHWN PEOPLE ARE ISOLATED OVER COMMUNICATION IS MORE IMPORTANT THAN EVER

***Patrick Lencioni***

**How to Improve Your Communication Skills**

Here are some pointers to look out for when looking to improve your ability to effectively communicate with others:

**1. Listening**

To become a good communicator, it is important to be a good listener. It is important to practice [active listening](https://corporatefinanceinstitute.com/resources/careers/soft-skills/improve-your-listening-skills/) – pay close attention to what others are saying and clarify ambiguities by rephrasing their questions for greater understanding.

**2. Conciseness**

Convey your message in as few words as possible. Do not use filler words and get straight to the point. Rambling will cause the listener to tune out or be unsure of what you are talking about. Avoid speaking excessively and do not use words that may confuse the audience.

**3. Body language**

It is important to practice good body language, use eye contact, utilize hand gestures, and watch the tone of the voice when communicating with others. A relaxed body stance with a friendly tone will aid in making you look approachable to others.

Eye contact is important in communication – look the person in the eye to indicate that you are focused on the conversation. But make sure to not stare at the person as it can make him or her uncomfortable.

**4. Confidence**

Be confident in what you say and in your communication interactions with others. Being confident can be as easy as maintaining eye contact, maintaining a relaxed body stance, and talking with concision. Try not to make statements sound like questions and avoid trying to sound aggressive or demeaning.

**5. Open-mindedness**

In situations where you disagree with what someone else has to say, whether it be with an employer, a co-worker, or a friend, it is important to sympathize with their point of view rather than simply try to get your message across. Respect the opinion of others and never resort to demeaning those who do not agree with you.

**6. Respect**

Respecting what others have to say and acknowledging them is an important aspect of communication. Being respectful can be as simple as paying attention to what they have to say, using the person’s name, and not being distracted. By respecting others, the other person will feel appreciated, which will lead to a more honest and productive conversation.

**7. Using the correct medium**

There are several different forms of communication to use – it is important to choose the right one. For example, communicating in person about serious matters (layoffs, salary changes, etc.) is more appropriate than sending an email regarding the matter.

***Thank you***