

How to win friends & Influence People - Dale Carnegie

Summary by [Inscripts.](#)

Introduction -

The book 'How to win Friends & Influence people' basically talks about the most important skill of this Age. It teaches us the principles to communicate with people, better understand people, become a more likeable person, improve relationships, wins others over, influence behaviour through leadership and many more.

Summary -

The book discusses some fundamental laws of communicating, handling people, how to be a leader and much more. Let's check out the laws -

Fundamental laws in handling people -

- 1. Don't criticize, condemn or complain**
- 2. Give honest and sincere appreciation**
- 3. Arouse in the other person an eager want.**

Laws to make people like us -

- 1. Becoming genuinely interested in other people.**
- 2. Smile.**
- 3. A person's name is to that person the sweetest and most important sound in any language.**

- 4. Be a Good listener. Encourage others to talk about themselves.**
- 5. Talk in the terms of other person's interest.**
- 6. Make the other person feel important in a sincere way.**

How to win people to our way of thinking -

- 1. Avoid arguments.**
- 2. Never say directly to someone that they are wrong, show respect for their opinion.**
- 3. If we are wrong, admit it quickly and emphatically.**
- 4. Talk or begin in a friendly way.**
- 5. Firstly, Ask questions to another person so that they say 'Yes, Yes' immediately.**
- 6. Let the other person do a great deal of the talking.**
- 7. Let the other person feel that the idea is his/her.**
- 8. Try honestly to see things from another person's point of view.**
- 9. Be sympathetic with other person's ideas and desires.**
- 10. Appeal to the nobler motives.**
- 11. Dramatize the ideas.**
- 12. Throw down a challenge.**

How to be a leader: How to change people without giving offence -

- 1. Begin with praise and honest appreciation.**
- 2. Call attention to others' mistakes indirectly.**
- 3. Talk about your own mistake before criticizing the other person.**

- 4. Ask questions instead of giving orders.**
- 5. Let the other person be safe to face.**
- 6. Praise every improvement either is slightest or a big one.**
- 7. Give the other person a fine reputation to live up to.**
- 8. Give encouragement. Make the fault seems easy to correct.**
- 9. Make the other person happy about doing the thing you suggest.**

Conclusion & Opinion -

In the Introduction, I mentioned that this book basically talks about the most important skill of this Age, and that's because in today's world if we have these laws right, we can literally do anything in this world. We can sell anything, we can convince anyone and etc. etc. etc. And not only do professionals need this skill, everyone can have them and accommodate dozens of opportunities to their doorstep. And yeah this is just a summary so that you can get a picture of this book.

I highly recommend you to buy the entire book. Concluding with this. Hope you all like it!

Summary by- [Bastav Kakoty](#)

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