

如何提升与人沟通能力

How to Improve Communication Skills

1. Listen More, Speak Less

Listening is more important than expressing. What you say is not important sometimes. What is important is whether you understand what others say and how you listen. If you don't understand when chatting with others, you can tell them directly that you don't understand. Don't be **vague** or skip over what others say when you don't understand it, because this will lead to a misunderstanding of what others say, and you won't get what they want to express to you, which will directly affect the next conversation. So listening is more important than speaking, which is always the first priority.

一、倾听大于表述

你说什么有时并不重要，重要的是别人说什么你有没有听懂，你是怎么听的。如果和别人聊天，你听不懂，你可以直接告诉他听不懂。不要在别人说了一件事之后，你没有听懂，你把他含糊过去或者跳过去了，因为这样子会导致对他人的话的理解有误，get 不到他要给我表达啥，这样子也会直接影响到接下来的对话。所以听大于说，这永远是第一位的。

2. Don't speak too much and too fast

Some people have a misunderstanding that when communicating with others, they are always worried that if they stop talking, they will make others think they are too **naive**, so they force themselves to speak fast and say more; however, this will make it easier for others to **see through** you and see through you; this is a bad habit, try to speak slower; if you can make it clear in one sentence, don't use three sentences.

二、说话不要说太多太快

有些人会有一种误区，与他人语言交流的时候，老是担心自己嘴停下来，会让别人认为自己太幼稚，所以就逼着自己必须语速快，把话说的满一点；但是，反而这样子会让别人容易看穿你和看破你；这是一个不好的习惯，尝试一下说话慢一些；一句说明白了，就不要用三句。

vague [verg] adj. 模糊的，不清楚的

naive [naɪˈi:v] adj. 天真的，单纯的

see through v. 看穿，看透

3. Don't Overshare.

Don't take the **initiative** to say things that others don't ask you, it's easy to suffer; if others ask you questions, just say whatever they ask you. You said 5 without being asked 1. This makes you look **impatient** and it is easy to suffer. None of us want to be worldly-wise, but we should have a basic sense of self-protection. If it is not necessary, do not **reveal** too much of your personal thoughts and information to others.

三、不要过度分享

别人没有问你的那些话，不用主动说，很容易吃亏的；如果别人问你问题，别人问你啥，你就说啥就行。不用别人问你 1，你连 5 都说出来了，这样显得沉不住气，这一点很容易吃亏。我们都不希望成为圆滑世故的人，但是我们要基本的自我保护意识。如果没有必要，不要向他人透露太多你个人想法和信息。

4. Don't Apologize for Being Nervous.

When chatting with anyone, no matter how much older this person is than you, or how much higher their social status is than you, never say to others "I'm sorry, I'm too nervous". There is no need to say such **self-deprecating** words. This kind of words reflects that you want to seek a kind of **pre-set** forgiveness or pardon, and hope that the other party will give you a kind of tolerance. It seems particularly bad and there is no need. People who are more experienced than you can hear whether you are nervous or not at a glance. It is useless for you to explain, so just don't explain. Many people make this mistake and hope that the audience will be **tolerant**. The tolerance and patience of others are often limited;

四、不要因紧张而道歉

和任何人聊天，不管这个人比你年长多少，或者社会属性身份地位比你高多少，千万不要和人讲“不好意思，我太紧张了”，这种自我矮化的话，没有必要讲。这种话它折射出你想求得一种预先设置的一种宽恕或者原谅，希望对方给予你一种包容。显得特别不好，也没有任何必要。你紧不紧张，比你有经验的人，一眼就能够听出来，你解释了也没有用，所以干脆就不去解释。很多人都会犯这个毛病，寄希望听众给予包容。他人的包容和耐心往往都是有限的；

Even if you are very nervous, we should not take the initiative to admit that we are nervous when talking to others. The biggest disadvantage of this is that others will see through you and think that you are easy

initiative [ɪˈnɪʃətɪv] n. 主动性，倡议

impatient [ɪmˈpeɪʃ(ə)nt] adj. 不耐烦的，急躁的

reveal [rɪˈvi:l] v. 揭露，显示

self-deprecatory
[self-ˈdeprɪkətɔːri] adj. 自嘲的，自贬的

pre-set [ˈpriː set] adj. 预先设置的，预定的

tolerant [ˈtɒlərənt] adj. 宽容的，容忍的

to control. Because human nature sometimes likes to **pick on** the weak. They will not take the initiative to tolerate you just because you take the initiative to admit that you are nervous. Most people will not do that. Once you admit that you are nervous, it means that you give others the opportunity to **look down on** you, pick on you, or even **bully** you, and it is easy to suffer losses this way.

即使你很紧张、紧张的不行了，我们也不要在与人的对话的时候，主动承认自己紧张，这样最大的坏处，会让别人看穿你，同时认为你好拿捏。因为人性有时，喜欢拿捏软柿子，不会因为你主动承认了紧张，而主动去包容你，大部分人不会，一旦你承认了你的紧张，就意味着你给了别人俯视你、拿捏你甚至欺负你的机会，这样很容易吃亏。

——整理自抖音大兵

pick on phr. 刁难，欺负

look down on phr. 看不起，轻视

bully ['buli] v/n. 欺负，霸凌