

# COMMUNICATION

## Effective Communication

“To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.” ~Anthony Robbins



### Effective Communication

Learning effective communication skills is a process that allows you to express yourself and improve both your personal and professional relationships. Just knowing how to listen well and communicate clearly will help you express yourself in job interviews, business meetings, and in your personal life. Although you may not have all the skills, good communication skills can be learned. Here are some helpful pieces of information about communication skills. The great thing about improving your skills is that you can do it anytime.

Being an effective communicator means actively listening and clearly expressing yourself to those around you. Unfortunately, no one skill or technique will make you a better communicator. However, effective communication requires a diverse skillset that covers verbal and nonverbal communication cues and close listening.

Communication is a process of understanding and sharing information with someone in order to communicate well you will want to understand and be understood. Here are some of the basic forms of communication.

- **Verbally:** your voice
- **Visually:** images, graphs, maps, infographics
- **Non-verbally:** body language, eye contact, gestures
- **Written:** books, websites, emails

These include face-to-face conversations, telephone calls, text messages, email, the Internet (including social media such as Facebook and Twitter), radio and TV, written letters, brochures, and reports.

### Basic parts of communication

1. Listening
2. Conciseness
3. Body language
4. Confidence
5. Open-mindedness
6. Respect
7. Using the correct medium

And remember, we are always communicating. Think about it. Honing your communication skills will improve rapport with friends, family, business, etc...

[Eight Things You Can Do To Improve Your Communication Skills](#)

[Top 5 Tips to Improve Communication Skills | Soft Skills For Beginners](#)

“When people talk, listen completely. Most people never listen.” ~Ernest Hemingway