Fine Tune the Communication Skills to Win Laurels by Nathan Brown T

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What set humans apart from the animals is the way communication is handled. Communication can mean many things to many people. In it commonest form it can mean exchanging thought processes that happen within the mind into another person capable of receiving and understanding it. In another sense it can mean transferring signals through cables from end to the other across the globe, and since they are resource intensive to do, it is often provide by big companies like Cox Communications with their extensive network of cables and communication towers. But the most fascinating of all is communication between humans, accomplished by the use of languages that are capable of being recorded on papers and electronic devices.

Communication has to be clear and precise to be understood and that is why it makes sense to play by the rules. Here are some rules of communication that you can consider for your use. Most of them are age old and commonsense. So following them will help not only the speaker but also the listener.

1.Think well and plan your strategy before you speak. Make your purpose known to the listener, and likewise be attentive to what you hear. Unless you are good at listening, there is no way you can speak intelligible. If you havenâ€™t heard the speaker well, ask him or her to repeat.

2.No one likes to be disturbed by an out of turn comment or a question. It can leave the speaker confused, unless he or she is veteran at the game of speaking. Keep your question toward the end, and lest you forget your question, take notes on a piece of paper without losing eye contact. Eye contact is the basis on which communication is achieved, better remember that.

3.Never ask a yes or no type question, and donâ€™t prompt a reply unless you are conducting an interview. Instead ask questions that require the speaker to come up with an elaborate explanation. Likewise when you reply, elaborate even the little points you thought are insignificant if you havenâ€™t much in reply just to keep the conversation going.

4.Ask a speaker you should expect distraction once in a while. If the distraction gets too unbearable, pause speaking and allow the din to die. Then start afresh by recollecting the last few points, and that is a good discourse continuer you can use to get your message across.

5.Raise or drop your voice and stress your words appropriately. Use body language effectively but not so enthusiastically as to distract your listeners. Pause as frequently and begin from where you had left. That means you must be sure about where you left and from where you need to continue. Allowing a little time for your listeners will give them the time to think and make up their mind when you are expecting an approval.

6.Sometimes it is a good idea to ask a question and not wait for the reply. Answer it yourself if you have been expecting a particular reply. A negative reply from the listener can be damaging to your whole speech. So the rule is come with an abrupt question and just as fast reply to it as well.

7.Be tactful when you have to disagree with someone who is too important to be ignored. Look into the other personâ€™s point of view and should you find the other person not so receptive take a break, and keep the entire thing for another day. Taking a breaking can often stop bad blood from flowing deeper.

8.The finally remember to keep your mind open to new ideas and be receptive to others point of

view, however farfetched they may be. Exasperating or throwing up in disgust does go well with good communication skills. They are the last things that you may want to do.

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Nathan Brown is a freelance writer. Watching TV channels is one of his favorite, especially those that are informative like the one he got from a Cox Communications recently.

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