

5 Ways to Communicate Effectively



Effective communication is the ability to express positive and negative ideas in an open and honest way. Another big part of effective communication includes the ability to listen to the ideas and feelings of another person without becoming defensive or taking it as a personal attack. Here are some tips to communicate effectively:

#1 Listen to understand

Be curious about the topic.
Ask clarifying questions. Paraphrase to make sure you are getting them right.

Saying “uh huh” or nodding your head can mean that you are present in the conversation. This can result to a healthy conversation.

#2 Give verbal and non-verbal feedback

#3 Validate their perspective

This statement could be enough to validate them:
“I understand that you feel sad based on the story you shared to me.”

Before speaking, think about what you want to say, the tone you will use, and the possible effect of your statement to the other person.

#4 Think before you speak

#5 Be clear about what you want

“I [describe your thought or feeling] because [share the situation or the possible consequence]. We / I can do this effectively by [say the idea].”

The Family Centre’s [**Effective Communication Skills**](#) and various [**self-improvement classes**](#) are available if you need further support.