

# COMMUNICATION SKILLS

Here are five ways to develop your communication skills.



1.

## **BE A GOOD LISTENER.**

The most important aspect of communication is to listen more and talk less. People want to be heard and you need to understand what they want.

2.

## **MAINTAIN EYE CONTACT.**

By looking at the person in the eye, you prove that you are indeed interested in what they have to say, thus engaging them further in conversation.

3.

## **THINK BEFORE YOU SPEAK.**

While you might want to put your opinion on the table, it is necessary to first know whether the opinion matters in the present context. Thus, listen more and speak less.

4.

## **DON'T JUMP TO CONCLUSIONS.**

Listen to what people have to say and form your opinion on the basis of that. Having a preconceived notion implies that you have no interest in how the person feels.

5.

## **PARAPHRASE.**

The best way to put your opinion on the table is by keeping it brief and thoroughly understanding what the person wants, even if that means repeating their point.