

## 34 Ways to Communicate More Effectively

*I found these suggestions in a book by Robert Ramsey called "How to Say the Right Thing Every Time". The suggestions here are good ones for parents, students, teachers, student teachers, and even Assistant Principals!*

### **How to Communicate More Effectively**

Believe what you say. If you don't, neither will anyone else.

Be direct. Get to the point.

Be enthusiastic. Excitement is contagious!

Use small, simple words. Avoid jargon.

Know what you are talking about. Don't speak just to say something.

Talk about possibilities and solutions, not problems and excuses.

Check for understanding frequently.

Don't whine.

Emphasize words like 'you' and 'we', rather than 'I'.

Repeat important messages several times.

Control your emotions.

Look for new ways to say something.

Ask for feedback.

Vary your sentence length. Keep sentences short.

Don't make promises that you can't keep.

Be honest. Always.

Make eye contact.

Never speak or write in anger.

Practice active listening.

Avoid clichés

Avoid overusing words like “basically ...”

Let your passion show.

Use vivid language and colourful phrases.

Admit when you’re wrong.

Apologize promptly when necessary.

Proof read everything you write. Your computer’s spell-checker isn’t enough, and it makes mistakes!

Use lots of specific, real-world examples.

Never make fun of, or belittle another human being.

Don’t be afraid to show your faith.

Never use big words just to show off.

Never tell anyone to ‘shut up’.

Don’t use profanity, even for effect.

Don’t start sentences with ‘Like...’, as in:

“Like, I went to the mall yesterday and ...”

Show your sense of humour.