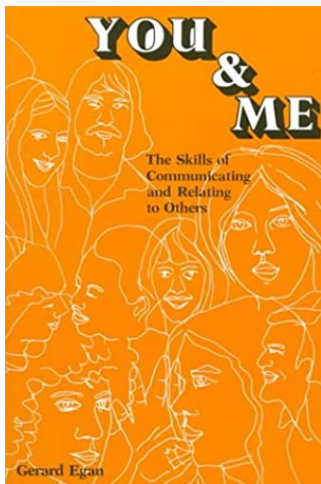


[PDF] You And Me: The Skills Of Communicating And Relating To Others

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Communication is an essential skill, but many people still struggle with it. Use the Communications Process to communicate clearly and effectively. Understanding Communication Skills. Applying the Seven Stages of the Communications Process. Conveying a message to other people clearly might sound simple, but it's a process that is often fraught with error. Did you know that any time that you communicate with another person, you are using the Communications Process (see figure 1, below)? It stands to reason then that understanding this process will help you to become more aware of what is happening as you communicate, and the things you can do to ensure that your message gets received "loud and clear." Figure 1. The Communications Process. Communication skills are abilities you use when giving and receiving different kinds of information. While these skills may be a regular part of your day-to-day work life, communicating in a clear, effective and efficient way is an extremely special and useful skill. Learning from great communicators around you and actively practicing ways to improve your communications over time will certainly support your efforts to achieve various personal and professional goals. Communication skills involve listening, speaking, observing and empathizing. By identifying your strengths and weaknesses and regularly practicing good habits, you can improve the way you connect and communicate with others. Related. View More. Conflict Resolution Skills: Definition and Examples. You and Me book. Read reviews from world's largest community for readers. Focusing on skills of self-disclosure, listening, responding, challenging, and ... Goodreads helps you keep track of books you want to read. Start by marking "You and Me: The Skills of Communicating and Relating to Others" as Want to Read: Want to Read saving... Want to Read. Currently Reading. Read. Other editions. Enlarge cover. Want to Read saving... Error rating book. Refresh and try again. Rate this book. Clear rating. Good communication skills are key to success in life, work and relationships. Without effective communication, a message can turn into error, misunderstanding, frustration, or even disaster by being misinterpreted or poorly delivered. Know to whom you are communicating and why. Consider any barriers you may encounter such as cultural differences or situational circumstances (gender, age, or economic biases). Ask yourself what outcome you want to achieve and the impression you want to leave. 2. How will you say it? By standing with arms easily at your side you tell others that you are approachable and open to hearing what they have to say. If instead, your arms are crossed and shoulders hunched, it suggests disinterest or unwillingness to communicate.