

Communication Skills

Having strong communication skills aids in all aspects of life – from professional life to personal life and everything that falls in between. From a business standpoint, all transactions result from communication. Good communication skills are essential to allow others and yourself to understand information more accurately and quickly.

In contrast, poor communication skills lead to frequent misunderstanding and frustration. In a 2016 LinkedIn survey conducted in the United States, communication topped the list of the most sought-after soft skills among employers. For someone to improve his communication skills, he has to listen, be concise, use body language, has self confidence, be open-minded, and respect.

To become a good communicator, it is important to be a good listener. It is important to practice active listening – pay close attention to what others are saying and clarify ambiguities by rephrasing their questions for greater understanding.

Convey your message in as few words as possible. Do not use filler words and get straight to the point. Rambling will cause the listener to tune out or be unsure of what you are talking about. Avoid speaking excessively and do not use words that may confuse the audience.

It is important to practice good body language, use eye contact, utilize hand gestures, and watch the tone of the voice when communicating with others. A relaxed body stance with a friendly tone will aid in making you look approachable by others. Eye contact is important in communication – look the person in the eye to indicate that you are focused on the conversation. But make sure to not stare at the person as it can make him or her uncomfortable.

Be confident in what you say and in your communication interactions with others. Being confident can be as easy as maintaining eye contact, maintaining a relaxed body stance, and talking with concision. Try not to make statements sound like questions and avoid trying to sound aggressive or demeaning.

In situations where you disagree with what someone else has to say, whether it be with an employer, a co-worker, or a friend, it is important to sympathize with their point of view rather than simply try to get your message across. Respect the opinion of others and never resort to demeaning those who do not agree with you.

Respecting what others have to say and acknowledging them is an important aspect of communication. Being respectful can be as simple as paying attention to what they have to say, using the person's name, and not being distracted. By respecting others, the other person will feel appreciated, which will lead to a more honest and productive conversation.

Synonyms and Antonyms:

Strong (قوي) ≠ poor (ضعيف) / essential = important (مهم) / understand (يفهم) ≠ misunderstand (لم يفهم) / improve = develop (يطور) / use = utilize (يستعمل) / disagree (غير موافق) ≠ agree (موافق) / pay close attention (نسبة الانتباه عالية) = pay attention (نسبة الانتباه عادية) / employer (مدير العمل) / co-worker (زميل في العمل) / Rambling (كلام غير متناسق) = speaking excessively (يتكلم بكثرة) / confuse (مشوش أو فوضوي) ≠ focused (يركز) / relaxed (يرتخي) ≠ uncomfortable (غير مرتاح) / point of view = the opinion (وجهة نظر)

Keywords:

Communication (اتصال) / communication skills (مهارات الاتصال) / business (عمل) / transactions (صفقات) / information (معلومات) / accurately (بشكل صحيح) / frustration (احباط) / listen (يستمع) / concise (باختصار) / body language (لغة الجسد) / self confidence (ثقة النفس) / open-minded (متفتح) / respect (احترام) / active listening (الاستماع الفعال) / saying (مقولة) / clarify (يوضح) / ambiguities (غموض) / rephrasing (اعادة صياغة) / filler words (حشو الكلمات) / straight (مباشر) / unsure (غير متأكد) / Avoid (ابتعد) / the audience (المستمعين) / confuse / focused / Rambling / speaking excessively / eye contact (التواصل البصري) / hand gestures (حركات اليد) / tone of the voice (نبرة الصوت) / approachable (ممكن تبادل الحديث معه) / conversation (محادثة) / interactions (تفاعل) / statements (كلام) / aggressive (عدواني) / demeaning (كثير المطالب) / sympathize (تعاطف) / acknowledging (الاعتراف) / aspect (عنصر) / distracted (مشوش) / Appreciated (ادراك قيمة الشيء) / honest (صريح) / productive (منتج).

Key sentences:

- * For someone to improve his communication skills, he has to listen, be concise, use body language, has self confidence, be open-minded, and respect.
- * To become a good communicator, it is important to be a good listener.
- * Convey your message in as few words as possible.
- * Avoid speaking excessively and do not use words that may confuse the audience.
- * It is important to practice good body language, use eye contact, utilize hand gestures, and watch the tone of the voice when communicating with others.
- * Eye contact is important in communication – look the person in the eye to indicate that you are focused on the conversation.
- * Be confident in what you say and in your communication interactions with others. Being confident can be as easy as maintaining eye contact, maintaining a relaxed body stance, and talking with concision.
- * Respect the opinion of others and never resort to demeaning those who do not agree with you.
- * Respecting what others have to say and acknowledging them is an important aspect of communication.
- * By respecting others, the other person will feel appreciated, which will lead to a more honest and productive conversation.

Questions: Answer these questions from the text:

- 1- What are the different communication skills?
- 2- What does the person need for a good body language?
- 3- How can respect reflect on the conversation and the communicator?
- 4- How can self-confidence help the communicator?