

communication

Sally to Pete - "I want you to bring the file to my desk". Sally left poor Pete confused as she didn't mention the name of the file and when she needed it; Pete also didn't bother to ask Sally. Sally did communicate to Pete but the message was not clear and specific.

The more precise and crisp the content is the more effective the communication is. It is essential for the sender to use the correct words, and phrases so that the information reaches the recipient clearly. An individual first must be very clear about what she actually wishes to convey, then the information or the thought should be distinctly and sensibly put into correct and meaningful words /phrases.

There are important things that you can do to improve the likelihood of being able to 'transmit' a message effectively:

Do not simply say the first thing that comes into your head. Instead take a moment and pay close attention to what you say and how you say it.

Focus on the meaning of what you want to communicate.

Consider how your message might be received by the other person, and tailor your communication to fit.

By communicating clearly, you can help avoid misunderstandings and potential conflict with others. You can, for example, check that they have understood by asking them to reflect or summarize what they have heard and understood. It can also be helpful to pay particular attention to differences in culture, past experiences, attitudes and abilities when conveying your message. Avoid jargon and over-complicated language, and explain things as simply as possible.

How could you improve your communication skills?



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