

# How to develop communication skills quickly

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**Abstract:** This article reveals the best ways to quickly develop communication skills.

**Keywords:** communication skills, sociability, communicability, adjustment

Sociability is the ability to find a common language with different people. Not just talkativeness, which is not always appropriate. We are talking about the ability to be an “easy” and personable interlocutor.

A sociable person knows when to remain silent and show flexibility in order to avoid open confrontation. He speaks to the point, and does not “throw around phrases” just to express his opinion. It’s a pleasure to deal with such an interlocutor.

The ability to communicate productively is vital in a business environment. Without it, you cannot build good relationships with subordinates, colleagues, superiors, and clients.

Uncommunicative specialists are perceived as unapproachable and uninterested in their work. It is more difficult for them to run a business, form a team, and move up the career ladder.

For a high-quality and useful exchange of information with others, you need to “pump up” effective communication skills.

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Ways to develop communication skills

**Adjustment.** To improve communication, copy the body language and communication manners of your interlocutor. Unconsciously, people tend to trust those who are similar to them. Mirroring allows you to level out protective blocks. This technique gives the feeling that you are having a conversation with someone from your own circle.

Rules for applying the adjustment:

1. Do not use the technique when the interlocutor is in an aggressive or gloomy mood. Synchronization will only worsen his condition.

2. Give preference to "soft" mirroring. Copy your opponent without being noticed.

3. Do not adopt unique weaknesses, the duplication of which may offend the interlocutor. For example, stuttering.

4. Active listening. Make it a rule to be silent twice as much as to speak. At the same time, show by your behavior that you are interested in the monologue of your interlocutor. Assent. During pauses, ask questions to clarify the meaning of what was said. This will show your interest.

5. Constructive dialogue. A conversation is productive when it leads to ordering of thoughts and mutual understanding. To achieve a positive result, stop getting lost in emotions. Bring your opponent back to the topic. Do not allow discussion of global problems without reaching concrete solutions.

How to develop a useful communication skill:

- Don't interrupt. Even if you seem to know the situation, your opponent may have a different view.

- Do not say unnecessary words, diverting the interlocutor's attention to irrelevant details.

- Try to express thoughts simply, without using complex terms and definitions that require clarification.

- Check to see if you have understood your opponent correctly. To do this, periodically ask clarifying questions: "Do you want to say that...".

- Introduce your interlocutor to your version.

In conclusion, try to convince the person that you are right. First provide evidence of the weakness of his position, and then provide arguments in favor of your opinion.

**Mindfulness.** Successful communication requires the ability to control your speech, actions and emotions. How to learn this:

- carefully monitor your own behavior and internal state during a conversation;

- observe negative emotions and do not allow them to develop;

- forget about criticizing and condemning your interlocutor.

Remember, for productive communication you need to understand yourself well. This will help you respond to emerging thoughts and feelings in a timely manner.

Conflict resolution. Learn not to lead the situation to a scandal and fight:

- control your voice and do not raise it;
- do not switch from “you” to “you”;
- maintain a measured and even pace of speech;
- do not make unrealistic promises;
- Keep calm;
- do not criticize your opponent, but evaluate his actions;
- look for compromises;
- do not lead to open confrontation;
- maintain a respectful position, without becoming defensive.

When conflict arises, try to reduce the importance of the issue. Convince your interlocutor of the need to come to a constructive solution. If you can't reach an agreement, introduce a person into the situation with the role of a “peace-loving mediator” or “authoritative arbiter.” The first model is used when the parties are equal in status and capable of dialogue. The second option is used in 3 cases:

The situation is heating up.

One of the opponents is clearly wrong.

The decision must be made immediately.

Are you the same referee? Then proceed as follows: first, propose a strategy for exiting the conflict (where, when, how, in what time frame). Achieve mutual agreement. If nothing works out, leave or temporarily distance the disputants from each other.

Clear presentation of thoughts. Learn to convey information to your audience in an accessible manner. To do this, follow 6 rules:

1. Don't beat around the bush.
2. Focus on the main thing.
3. Avoid excessive detail.
4. Control the logic of the story.
5. Do not use professional terminology.
6. Explain the concepts you use.

Practice this skill first in writing. Create texts and check them against the criteria listed in the list. Cross out the excess. Check your details. Give your essay to other people to read. Take their comments into account.

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