

# A time that you communicated well

[Linguistics](#), [English](#)



It was during an education fair that I had a good communication with a representative from one of the universities. We had non-violent communication; we tried at all means to avoid stress and strife between us. Some of the violent communication we both avoided includes use of inappropriate volume during our conversation, calling each other names and refusing to communicate. This made the two of us approach communication from a view of wanting to exchange ideas and reach a mutual understanding.

I made listening activity important in our conversation as I received information about the university he was representing. Krizan, Merrier, and Logan, (19) in their book state that to have success in communication it is important to embrace facial expression during the communication process. We made gestures and statements, which were signs of agreement whenever it was appropriate. I went ahead to repeat what the representative was telling me once he was done speaking to me. It was a sign that I was listening and had an interest in his contribution to the conversation. Thus, for communication to be effective, it was my responsibility to take actions for my message. Taking responsibility involved sharing my own feelings in an open way and not speaking for another person. It involved using a lot of “ I” in order to refer to myself and not others. This showed we both had integrity and we trusted each other in communicating in an honest and equitable way.

Effective communication works well when there is collaboration; therefore, it was important to find common grounds where we had a win-win situation. The common grounds we had were some of the best courses the university

was offering such as engineering and health sciences. Complexity witnessed during communication amplifies the importance of having feedback for clarifying misunderstandings. I had to ask for clarification whenever I felt I had not understood the representative on specific issues.

#### Works Cited

Krizan Buddy, Merrier Patricia, and Logan Joyce. Business Communication. Ohio, USA: South-Western, Cengage Learning. 2010. Print.