

Trait of effective communication

[Science](#), [Social Science](#)



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1. Effective communication is the method by which a person can clearly and accurately convey his thoughts and emotions to another person. It can be anything as simple as using the correct keywords in describing a person, situation, or concept. Although, effective communication need not be spoken at all.

Effective communication can also be seen in the coherence of a person's written words, The method by which he uses key phrases in order to better explain his message is a factor by which the written word becomes better and easier to understand than the spoken counterpart. Not to forget though, that effective communication may also be defined as the way a person uses his body language in order to convey his message. This can be done through the nod of the head, raising of the eyebrow, hunching of the shoulders... Any of these aforementioned method of communication can be taken to define what effective communication is all about.

2. There are two traits that are necessary in effective communication. The first trait is speaking clearly. By speaking clearly and properly explaining what it is that you wish to have another person understand, he will be able to get a clear grasp of what it is that you are trying to say. Being sure to use words that you are sure the person one is speaking to can understand, one can be sure that his message will definitely be received and understood.

The second important trait of effective communication has everything to do with the ability of a person to listen attentively and actively. By listening attentively, one is able to concentrate on the message being delivered by the person speaking. It will also allow for a better analysis of the discussion

and active participation as one will be able to properly pose clarification questions whenever the need arises.

3. An example of a communication break that can occur which can result in the distorting of a message often occurs with the written word. This is because the written word can change its meaning depending upon the punctuation used or the mistaken context of a message. Something as simple as “ Don't rush me! I'm leaving now!” in a text message can either be taken as an angry message by the receiver or as a message of excitement. All depending upon the way that the message was perceived by the other side.

On the other hand, a message such as “ Don't bother. I can do it.” when spoken can be taken as either exasperated, angry, or simply a statement by the person hearing it. All depending upon the vocal intonation of the speaker. Either way, the essence of the two messages mentioned will always change in meaning, depending upon the recipients understanding of the message.

4. Creating the right environment for communication will always help in communicating effectively. This is because a conversation done at the right time and place will make the listener more receptive to the message being delivered. For example, being at a party, it would be best not to discuss business, even if the room is filled with business associates. Nobody is there to discuss work, they are there to relax. So leave the business discussion for the boardroom.

It is also important to organize your ideas so that you can effectively convey your thoughts to the listener. Jumping from topic to topic or leaving a person

hanging mid-sentence is always the sign of a person with poor communication skills. It is important to always be clear and to stay on topic when discussing serious matters.