

Communication

Effective communication skills are critical in the development of relationships between people and although verbal communication plays a large part in this, we can learn to identify and appreciate non-verbal clues and we can begin to improve our communication as a whole.

It is the most important of all soft skills and it requires being able to express your ideas and views clearly, confidently and concisely in speech, tailoring your content and style to the audience and promoting free-flowing communication.

Communication is a complex subject with many areas and skills to consider.

- Body language
- Presentation and writing skills
- Non-verbal communication
- The art of listening
- Interpersonal communication skills

...and much more

The words that we choose can make a big difference to whether other people understand us. Using our voice is only the tip of the iceberg. We actually communicate far more information using Non-verbal Communication. This includes non-verbal signals, gestures, facial expression, body language, tone of voice, and even our appearance.

When we communicate we spend 45% of our time listening. Most people take listening for granted, but it is not the same as hearing and should be thought of as a skill.

The ability to be able to write clearly and effectively is key to communication, and this set of skills should not be limited to journalists or professional authors.

As your career progresses, the importance of communication skills increases. Developing your communication skills can help all aspects of your life, from your professional life to social gatherings and everything in between.

Communication skills are needed to speak appropriately with a wide variety of people whilst maintaining good eye contact, demonstrate a varied vocabulary and tailor your language to your audience, listen effectively, present your ideas appropriately, write clearly and concisely, and work well in a group. Many of these are essential skills that employers seek, to improve overall performance in an organization.

The ability to communicate information accurately, clearly and as intended, is a vital life skill and something that should not be overlooked. It's never too late to work on your communication skills and by doing so, improve your quality of life.