

May 18 Ijournal

The Effectiveness of Expression Is Bordered On All Sides by Our Facility with Language

Are you clear with your purpose and intent in conversations?

- Think of upcoming conversations and do some planning.
- What do you want to convey? What do you want the other party to know, think or feel?

Do you use a blend of declarative and interrogatory sentences? Or do you tend to mostly proclaim or mostly question?

- Do your words, intonation and non verbals typically match?
- Do you balance asking and telling?
- When you ask questions, are you asking to learn?

Do you typically begin with facts or conclusions?

- Think of the "facts" you use. Are they truly facts or merely your conclusions?

What listening filter is your easiest trap?

- Listening for agreement or disagreement
- Listening for omission
- Listening for exception
- Listening for addition
- Listening to problem-solve