Improving your communication skills will allow you to:
- understand more clearly what others are attempting to tell you
- be better understood by those people with whom you wish to speak.
- Basic improvements in your listening, speaking and body language skills may reduce your level of frustration, anger and disappointment. Practicing your communication skills can be done on a daily basis. Asking people close to you for assistance and support may provide immediate and consistent feedback.

Here are a few basic tips to good communication:
- maintain eye contact
- give full attention
- allow others to complete their statements
- be clear and direct
- do not prejudge
- be assertive, not weak or overly demanding
- rephrase what you have heard to assure a mutual understanding
Skills to practice:

Listening to others.

How can I practice this skill?

Starting a conversation.

How can I practice this skill?

Asking for assistance.

How can I practice this skill?

Projecting encouragement through body language.

How can I practice this skill?

Being direct and assertive.

How can I practice this skill?