

Simply Relate

How to Communicate Appropriately

I. Introduction

- A. Report talk/Rapport talk
- B. Face-to-face vs. side by side
- C. Listening
- D. The six degrees of communication
 - 1. What you mean to say.
 - 2. What you actually say.
 - 3. What the other person hears.
 - 4. What the other person thinks he hears.
 - 5. What the other person says about what you said.
 - 6. What you think the other person said about what you said.

II. How to Communicate Appropriately

- A. Choose the right time.
 - 1. Ecclesiastes 8:6a (NAS) *For there is a proper time and procedure for every delight.*
 - 2. Philippians 2:4 (NAS) *Do not merely look out for your own personal interests, but also for the interests of others.*
- B. Plan out what you're going to say.
 - 1. Proverbs 16:23 (NAS) *The heart of the wise instructs his mouth, And adds persuasiveness to his lips.*
 - 2. Two things you need to plan:
 - a. Your introduction
 - b. Your illustrations
 - 3. Think through how you would like to have this presented to you!
 - 4. *The Language of Love* by Gary Smalley

- C. Begin with his or her needs.
1. Ephesians 4:29 (NAS) *Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear.*
 2. In communication, the listener is subconsciously thinking, "Why should I listen to this? How is this going to benefit me?"
 3. Three things capture our attention:
 - a. Things that threaten us
 - b. Things that we value
 - c. Things that are unique
- D. Be willing to hear them out first, before you talk about it.
1. Proverbs 18:13 (NAS) *He who gives an answer before he hears, It is folly and shame to him.*
 2. James 1:19b (NAS) *Everyone must be quick to hear, slow to speak and slow to anger.*
 3. Only 7% of what we communicate is through our words!
43% of what we communicate is through our tone of voice, volume, etc.
50% of what we communicate is through our body language (facial gestures, posture, other gestures, etc.)
- E. Say what you're going to say in a positive way!
1. Learn to be realistic and optimistic at the same time!
 - a. Philippians 4:13 (NAS) *I can do all things through Him who strengthens me.*
 2. Proverbs 16:21 (NAS) *The wise in heart will be called understanding, And sweetness of speech increases persuasiveness.*
- F. Summarize what you've said. Clarify what you're going to do to bring about change.
1. Vagueness causes problems!
- G. End the conversation with an encouraging word.
1. Proverbs 12:25 (NAS) *Anxiety in a man's heart weighs it down, But a good word makes it glad.*
 2. Conclude the conversation by reaffirming . . .

- a. Your commitment to the relationship.
 - b. Your love for this person.
 - c. Your faith that God is going to help you work this out.
3. The prize is worth the price!
 4. Save this material for those issues that are big in your relationship!

III. Conclusion

Upcoming messages:

5/5-6/2012 – “Picking a Mate for a Lifetime”

5/12-13/2012 – “Three Ways to Honor Moms (Mother’s Day)”

5/19-20/2012 – “God’s Power in a Marriage”