

Habits to Avoid in Conversation

Name: _____

Date: _____

Think about situations when you have noticed it seems difficult to communicate. Some barriers to effective communication are listed below. Write an example of each in the space provided.

1. Interrupting: Being more excited to talk than listen leads to interrupting.

Example:

2. Lecturing: Telling someone exactly how to fix a problem can cause people to stop listening to you.

Example:

3. Threatening: Finishing a sentence with “you better or else.” This strategy puts others on the defense, and can lead to greater arguments.

Example:

4. Making Fun: When we make fun of other people, point out mistakes or say things that are mean, the other person will lose respect for us and stop listening.

Example:

5. Bossing: Using words like “must,” “need to,” “should,” or “have to” can stand in the way of empowering people to make personal choices.

Example:

6. Criticizing: Telling someone that s/he is wrong and getting in an argument may prove your point, but does nothing to create a relationship where people can work together.

Example:

7. Others:

Example:

*These domains are drawn from: Thomas Gordon's Concept of “Twelve Roadblocks to Effective Communication”, (2010, 12).. *StudyMode.com*. Retrieved 12, 2010, from <http://www.studymode.com/essays/Thomas-Gordon%27s-Concept-Of-Twelve-Roadblocks-517974.htm>