

Three Keys to Effective Communication

Introduction:

1. _____ play a key role in almost every conflict.
2. In this message, we will look at what the Bible says about three basic communication skills and then explore practical ways to use them, especially in the midst of conflict.

First, speak only to _____ up others. Ephesians 4:29

1. A good way to avoid corrupt types of communication is simply to talk _____ about others. Proverbs 10:19, 11:9, 12
2. Another way to avoid worthless talk is to get in the habit of talking **to** people with whom you are having a problem rather than _____ them. Check yourself when the tone of conversation about a third party has become negative or critical.
3. When we confront others, we demonstrate love and humility by speaking with patience and gentleness. Galatians 6:1

Second, be _____ to listen.

1. This is not a skill that comes naturally to most of us. James 1:19
2. Quiet, patient listening does several things:
 - It demonstrates genuine humility.
 - It shows that you realize you do _____ have all the answers.
 - It tells the other person that you _____ his or her thoughts and opinions.
3. Unless you learn to wait as others talk, you will seldom get to the _____ of problems, and may complicate matters with inappropriate reactions. Proverbs 18:13, 15:28, 29:20
4. **After** carefully listening, agree with and acknowledge what you know is **true** before going to points of disagreement. Proverbs 9:8-9

Third, heal with _____ communication.

1. Listed below are a few practical suggestions to do before and during confrontation:
 - Choose the right _____ and place.
 - Believe the _____ about others.
 - Talk in _____ whenever possible.
 - _____ your words.
 - Be objective.
 - Use the _____ carefully.
 - Ask for feedback.
 - Offer _____.
 - Recognize your limits.
2. If you speak the truth in love and do all you can to confront the other person effectively, you will have succeeded in God's eyes, regardless of how the other _____ . God will take it from there.