

MISTAKES BLOCKING EFFECTIVE COMMUNICATION

Introduction:

- These jottings can be used for many purposes: F.I.
To give chats or pep talks on Communication Skills.
As a personal check for one and sundry: Parents, Superiors, Managers, Teachers, Counselors, Moderators, Formation personal, Etc.
- Practicing the hints given below, we may enhance our ability to communicate with all sorts of peoples, in diverse situations and at different levels; for instance, classroom settings, seminars, conversational skills, family, office, community life, inferiors and superiors relationships etc...
- By way of demonstration and as a learning method, you may request your students or participants to prepare and act out some role-playing situations on the different items in the list. The role-playings could be followed by comments, observations, discussions and in-put sessions.
- Many participants, by studying these notes carefully, have been helped to diagnose why they failed to communicate at home, with outsiders, at work, with their friends, etc... They could find the reason why many of their relationships did not last..

List of 34 Mistake in Communication

1. **Not listening actively:** Not attending to others. Turning them out. Not paying enough attention to others. Not showing interest in what they have to say.
2. **Lack of Empathy :** Not getting into the other's viewpoint. Not seeing things with the mind and heart of the other. Not entering into the other's mental landscape and emotional reference point.
3. **Lack of Awareness of one's own feelings :** While communicating with others, we should be in touch with our feelings towards the person we are dealing with, and with our emotional reactions towards the issue we are communicating.
4. **Not Owning up our own feelings :** Not being able, or willing to own up our true feelings towards the person we are communicating with...

5. **Being Incongruent** : It's a consequence from numbers 3 & 4 above, Verbally and even more non-verbally, there is incongruence between our true feelings and those we express.
6. **Being Defensive** : Not showing or owning up our vulnerability. Not being aware of, or covering up, our weak points. Using of defense mechanisms.
7. **Trying to be popular** : Trying to be liked and loved. Not risking conflict and rejection. Being afraid of expressing our negative feelings. Trying to be "The good guy".
8. **Judging** : Evaluating others. Attaching moral categories. Good, Bad; Just, Unjust; Fair, Unfair; Prudent, Imprudent; etc..
9. **Blaming others** : Finding fault. Looking for who is responsible or accountable for failures, crisis and problems. "Whose fault is it, game".
10. **Belittling others** : Discounting others : Not taking their feelings and perceptions seriously. Not accepting others' feelings and perceptions as reliable.
11. **Owning the feelings of the others** : For instance, saying: "You are not really feeling like this or like that... Your true feelings actually are....."
12. **Reassuring** : "Do not worry...do not be anxious" "all will be alright." This attitude implies a denial of others' experiences.
13. **Analysing others** : Their character, intentions, problems... Bisecting them. Finding rational explanations for their emotional problems.
14. **Labelling others** : Classifying. Defining. Categorizing. Placing people into mental schemes. Putting them into niches. Labeling is disabling!
15. **Oughts, Musts, Shoulds, Haves** Avoid using such words. Do not come down from your critical parent. Do not put constraints on others.
16. **Asking "Why"** : Never ask for the why or the reasons of their actions. Respectfully accept their actions at their face value. Be more interested in the HOW than in the WHY.
17. **Questioning** : Question as little as possible. Do not be inquisitive. You may ask for clarifications, but not questions.
18. **Pressurizing** : Let them be completely free to say or share what they wish and as they like.. Do not bring any force or pressure on them to open themselves up to you.

- 19. Preaching** : Do not preach or moralize. Avoid any lecturing and giving advice. Help them rather, find solutions for their problems by themselves.
- 20. Rescuing** : Never help others when they can help themselves, or when they do not want to be helped. Do not try to save them from awkward situations. Do not make things easy for them. Let them learn from their mistakes. Away with paternalism. Do not come down to them from your nurturing parent.
- 21. Thrusting your expectations on others.** : Do not be influenced by your Class-Social- Educational-or Personal expectations. Take people as they are, not as you, society or others expect them to be.
- 22. Manipulation** : While dealing with others, avoid all manipulations such as promises, threats, withdrawals. Fears, guilt, and the like.
- 23. Sort of static' acceptance of others** : Do not look at people "statically", namely, as they happen to be are now, *as though frozen and fossilized*, but as they can be. People are in "process". They can change and they do change for the better. *Accept them with all their hidden potentialities*. There is more in a person than what we can see.
- 24. Distrust** : Do not distrust or despair of human nature in general, or of any individual in particular. Believe in the ability of any person to change for the better.
- 25. Generalizations** : Avoid using words like : "Always" "Never", "Every time" "Everywhere" "Forever" etc... while talking to people and much more about their problems.
- 26. Detachment and lack of interest** in the person and his problems. V.g. This is your problem. Don't bother me about this. Etc..
- 27. Irrevocable statements** : Avoid "You can't" statements " V.g. There is no use discussing this matter with you. You cannot help it. That's final. Nothing can be done about it. "Impossible"
- 28.** Discussing this matter with you. You cannot help it. That's final. Nothing can be done about it. "Impossible"
- 29. Side-tracking the issue** : Bringing irrelevant points. Going tangentially.
- 30. Interrupting** : Not allowing them to speak as much as they like. Butting in
- 31. Monopolizing the conversation.** : Talking too much. Making oneself the centre of the talk or conversation. Making others feel that they are "at the receiving end".
- 32. Evading the issue** : Going in circles. Dodging. Circumventing. Confusing. Beating about the bush.

33. **Vagueness**: Nothing specific . Talking generalities. Nothing concrete.
34. **Eagerness to break spells of silence** : Feeling uneasy with silent spells. Not allowing others to stay on with their silence. Rushing in to fill the vacuum created by silence during a conversation.