

We communicate with our Voices



Management

KEYWORDS :

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We communicate with our voices, even when we are not using words. Nonverbal speech sounds such as tone, pitch, volume, inflection, rhythm, and rate are important communication elements. When we speak, other people “read” our voices in addition to listening to our words. These nonverbal speech sounds provide subtle but powerful clues into our true feelings and what we really mean. Think about how tone of voice, for example, can indicate sarcasm, anger, affection, or confidence.

It's not what you say, it's *how* you say it

- **Intensity.** A reflection of the amount of energy you project is considered your intensity. Again, this has as much to do with what feels good to the other person as what you personally prefer.
- **Timing and pace.** Your ability to be a good listener and communicate interest and involvement is impacted by timing and pace.
- **Sounds that convey understanding.** Sounds such as “ahhh, ummm, ohhh,” uttered with congruent eye and facial gestures, communicate understanding and emotional connection. More than words, these sounds are the language of interest, understanding and compassion.

Using body language and nonverbal communication successfully

Nonverbal communication is a rapidly flowing back-and-forth process. Successful nonverbal communication depends on emotional self-awareness and an understanding of the cues you're sending, along with the ability to accurately pick up on the cues others are sending you. This requires your full concentration and attention. If you are planning what you're going to say next, daydreaming, or thinking about something else, you are almost certain to miss nonverbal cues and other subtleties in the conversation. You need to stay focused on the moment-to-moment experience in order to fully understand what's going on.

Tips for successful nonverbal communication:

- **Take a time out if you're feeling overwhelmed by stress.** Stress compromises your ability to communicate. When you're stressed out, you're more likely to misread other people, send off confusing or off-putting nonverbal signals, and lapse into unhealthy knee-jerk patterns of behavior. Take a moment to calm down before you jump back into the conversation. Once you've regained your emotional equilibrium, you'll be better equipped to deal with the situation in a positive way.
- **Pay attention to inconsistencies.** Nonverbal communication should reinforce what is being said. If you get the feeling that someone isn't being honest or that something is “off,” you may be picking up on a mismatch between verbal and nonverbal cues. Is the person is saying one thing, and their body language something else? For example, are they telling you “yes” while shaking their head no?
- **Look at nonverbal communication signals as a group.** Don't read too much into a single gesture or nonverbal cue. Consider all of the nonverbal signals you are sending and receiving, from eye contact to tone of voice and body language. Are your nonverbal cues consistent—or inconsistent—with what you are trying to communicate?