

# HOW TO BECOME AN EFFECTIVE COMMUNICATOR

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A. Make a list of things that you can share with your partner.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

B. Make a list of helps to good communication found in the following verses.

1. Ephesians 4:15, 25 \_\_\_\_\_
2. Ephesians 4:29 \_\_\_\_\_
3. Ephesians 4:26, 27 \_\_\_\_\_
4. Ephesians 4:32 \_\_\_\_\_
5. Ephesians 5:33 \_\_\_\_\_
6. Psalm 141:3 \_\_\_\_\_
7. Isaiah 8:10, 20 \_\_\_\_\_
8. Matthew 19:3, 4 \_\_\_\_\_
9. Isaiah 50:4 \_\_\_\_\_
10. Ecclesiastes 12:10 \_\_\_\_\_
11. Proverbs 12:25 \_\_\_\_\_
12. Proverbs 15:1 \_\_\_\_\_
13. Proverbs 15:2 \_\_\_\_\_
14. Proverbs 15:28 \_\_\_\_\_
15. Proverbs 16:23, 24 \_\_\_\_\_
16. Proverbs 17:14 \_\_\_\_\_
17. Proverbs 18:23 \_\_\_\_\_
18. Proverbs 20:5 \_\_\_\_\_
19. Proverbs 20:15 \_\_\_\_\_

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20. Proverbs 25:9 \_\_\_\_\_
  21. Proverbs 25:11, 12 \_\_\_\_\_
  22. Proverbs 25:15 \_\_\_\_\_
  23. Proverbs 29:11 \_\_\_\_\_
  24. Proverbs 31:26 \_\_\_\_\_
  25. Galatians 5:13 \_\_\_\_\_
  26. Romans 13:7, 8 \_\_\_\_\_
  27. Proverbs 5:18, 19 \_\_\_\_\_
  28. 1 Peter 3:1-7 \_\_\_\_\_

C. List at least 10 important communication enhancers, promoters or facilitators that you found in these verses.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

D. List three times or situations when you have not communicated well. Using the guidelines from the previous verses analyze these incidents to discern what you could have done that would have been more effective.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

E. Using the following list as headings, list three items under each in order of priority as you believe your partner would respond: His/her joys; disappointments; goals; dislikes; interests; concerns. Ask your partner to check your knowledge of him/her.

Joys

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**Disappointments**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Goals**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Dislikes**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Interests**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Concerns**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**F. Make a list of at least ten fun things your partner enjoys which you can enjoy together. Plan to do at least one each week.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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G. List the personal insights and challenges you have received from this study. Be personal and specific.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# TWELVE PRACTICAL SUGGESTIONS FOR DEVELOPING AND MAINTAINING GOOD MARITAL COMMUNICATIONS

Rating Scale: Always — 4; Often — 3; Sometimes — 2; Seldom — 1; Never — 0.

	You	Mate
1. When there are problems, each must be willing to admit that he/she is part of the problem. (Genesis 3:8-19; Proverbs 20:6)	_____	_____
2. Each person must be willing to change. (John 5:6; Matthew 5:23-26)	_____	_____
3. Avoid the use of emotionally charged words. "You don't really love me." "You always do . . ." "You never do anything right." "I don't care."	_____	_____
4. Be responsible for your own emotions, words, actions, and reactions. Don't blame them on the other person. You got angry, lashed out, became depressed, etc. (Galatians 6:5; James 1:13-15)	_____	_____
5. Refrain from having reruns on old arguments. (Ephesians 4:26)	_____	_____
6. Deal with one problem at a time. Solve one problem and then move on to the next. (Matthew 6:34 principle)	_____	_____
7. Deal in the present and not in the past. Hang a "no fishing" sign over the past unless it will help you to solve your present problems. (Philippians 3:12-14; Jeremiah 31:34; Isaiah 43:25)	_____	_____
8. Major on the positive instead of majoring on the negative. (Philippians 4:8)	_____	_____
9. Learn to communicate in nonverbal ways. (Matthew 8:1, 2, 14, 15; Psalm 32:8)	_____	_____
10. Express your thoughts and concerns to each other. Relate your activities. Listen, understand, and respond to the meaning behind what a person is saying. When he flies off the handle at you, he may be saying, "I've had a terrible day at the job. Nobody respects me." When he says, "You don't love me," he may be really saying, "I desperately need some affection. I'm starved for love." (Example of Jesus in John 1:45-47; Mark 5:1-15; John 11:20-35)	_____	_____
11. Practice the golden rule—Matthew 7:12. What would you like your mate to do to you? Would you like your mate to: Tell you the truth? Ask your opinion? Help in time of need? Be natural around you? Thank you for your help or services? Well, then do the same for him.	_____	_____
12. Practice the principle laid down in Luke 6:35. "Do good—do that which will help others; and lend expecting and hoping for nothing in return."	_____	_____

# COMMUNICATION CHECKLIST

(Used by permission of Rev. James Petty)

Rate both yourself and your partner on a scale of 1 to 5 on each of the following qualities of Biblical communication.

1 = very weak; 2 = weak; 3 = fair; 4 = good; 5 = excellent

	You	Partner
1. Does not lie. (Ephesians 4:25, Proverbs 12:19)	_____	_____
2. Is not evasive, but willing to share everything. (Ephesians 4:25)	_____	_____
3. Never flatters.	_____	_____
4. Speaks and does not clam up when under pressure or attack. (Ephesians 4:25)	_____	_____
5. Lets someone know in a controlled way why he/she is angry with that person. (Ephesians 4:26)	_____	_____
6. If bothered by someone, immediately finds time to discuss it with the offending party.	_____	_____
7. Is able to constructively discuss a problem one is angry about.	_____	_____
8. Does not say anything in an unloving way to someone who may be wrong.	_____	_____
9. Does not say anything in a disrespectful way to someone who may be wrong.	_____	_____
10. Does not use God's name in frustration, bitterness, rage or irritation. (Ephesians 4:29)	_____	_____
11. Does not say things to hurt others or make another feel bad. (Ephesians 4:29)	_____	_____
12. Says things in a way calculated to help the other person understand that he/she did wrong and gives the person hope for improvement.	_____	_____
13. Only says things that help in a conflict situation, not things that make it worse.	_____	_____
14. Always conditions criticism with some note of appreciation for legitimate strengths.	_____	_____
15. Does not react emotionally when verbally ignored, attacked, frustrated, etc. (Proverbs 15:1, Ephesians 4:31, 32)	_____	_____

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16. Acts to diffuse conflict situations by a kind word or inquiry, in a spirit of reconciliation. (Proverbs 15:1) \_\_\_\_\_
  17. Communicates with God in prayer every day. \_\_\_\_\_
  18. Communicates honestly with God. \_\_\_\_\_
  19. Shares significant events, concerns, each day with partner to the extent he/she desires to hear those things. \_\_\_\_\_
  20. Desires to pray each day with partner about common concerns, praises. \_\_\_\_\_
  21. Spends time with God, focusing on listening to God's Word in Scriptures. \_\_\_\_\_
  22. Able to speak God's Word in a situation in such a way that it produces encouragement, hope, and greater strength. (Isaiah 50:4; Proverbs 12:18, 25) \_\_\_\_\_
  23. Thinks carefully before speaking in tense situations. (Proverbs 15:28; 16:23; 29:20) \_\_\_\_\_
  24. Is able to diffuse an argument by graciously dropping a matter when it is producing a quarrel. (Proverbs 17:4) \_\_\_\_\_
  25. Does not answer harshly to those over whom he/she has power. (Proverbs 18:23) \_\_\_\_\_
  26. Able and willing to draw out the feelings and thoughts of others close to him/her. (Proverbs 20:5; 1 Peter 3:7) \_\_\_\_\_
  27. Only speaks when well informed or knowledgeable about what should be said. (Proverbs 20:15; 18:2) \_\_\_\_\_
  28. Does not speak about people in a way that betrays confidence or belittles them before others. (Proverbs 25:9; 11:13; 17:9; 18:8; 26:22) \_\_\_\_\_
  29. Able to rebuke others when needed. (Proverbs 25:12; Romans 15:14) \_\_\_\_\_
  30. Able and willing to communicate the gospel or other Scripture as needed. (Proverbs 31:26) \_\_\_\_\_
  31. Speaks respectfully about and to those in authority. (Romans 13:7) \_\_\_\_\_

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32. Conversations often include words of delight and appreciation concerning one's partner. \_\_\_\_\_
  33. Listens carefully and attentively when rebuked or criticized. (Proverbs 15:5; 18:13) \_\_\_\_\_
  34. Keeps verbal promises. (Proverbs 20:25; 26:18, 19) \_\_\_\_\_
  35. Knows when and how to bring up a disagreement so that a contentious spirit is not projected. (Proverbs 25:24; 26:21) \_\_\_\_\_
  36. Does not hurt people in jest. \_\_\_\_\_
  37. Usually speaks in a way that others respect. (Proverbs 28:2) \_\_\_\_\_
  38. Is never afraid to speak up to those who disagree and to take a stand when important issues are at stake. \_\_\_\_\_