



Verbal Skills

Good verbal communication skills, the ability to communicate your thoughts effectively, is one of the most important skills you must master to succeed in the classroom, on the job, and for advancement within your chosen field.

Five Keys to Acquiring Better Verbal Communication Skills

1. Don't be afraid to express your ideas in your classes. Use the interaction with your instructor to sharpen your ability to think on your own, use proper grammar and make points of view. Overcoming a fear of talking in class is a great way to practice, with instructors who take your points of view seriously.
2. Work a part-time job. This will help you gain confidence in expressing yourself and reduce possible shyness you might have among strangers.
3. Get one or more internships or volunteer opportunities while in college. You'll be communicating in an organized and more formal fashion.
4. Practice talking with relatives or family friends who are older than you, about a subject that requires you to express ideas or emotion and talk in extended sentences.
5. In discussion with friends, parents and in class, practice using facts rather than just your opinion. One way to practice this is to read the paper for a week or two about a particular subject so that you're able to express an opinion and support it with facts.

Adapted from David E. Gordon, Director of Advertising and Promotion Internships in the Marketing Communications Department at Columbia College in Chicago, Illinois.

LSC Resources:

Student Services Center (218) 733-7603
Advising
Counseling
Career Services

The Learning Center (218) 733-7671
Tutoring

Center for Student Development (218) 733-5985

COMM 1110 Methods of Public Speaking
COMM 1100 Fundamentals of Human Communication

Tips and Hints

- **Similar words can have very different meanings!**
- **Choose your words carefully to maximize your communication skills.**
- **Words can give you tremendous power, Don't underestimate them!**

