

**TOPIC: EFFECTIVE COMMUNICATION**  
**THEME: KEYS TO EFFECTIVE COMMUNICATION**  
**TEXT: PSALM 19:14 ESV, EPHESIANS 4:29 AMP,**  
**COLOSSIANS 4:6.**

## **Introduction**

Effective communication is an essential life skill. It is the presentation of views by the sender in a way best understood by the receiver. Communication is so powerful it can change the course of any relationship; it improves and deepens relationships.

When communicating with others, we often focus on what we should say. However, effective communication is less about talking and more about listening. Listening well means not just understanding the words or the information being communicated, but also understanding the emotions the speaker is trying to convey.

Good communication between people is of great importance in our society today. God's word gives us valuable insights into how we should speak to and treat one another, and as Christians we should seek to be a blessing to everyone that we come into contact with.

## **Keys to Effective Communication**

1. Speak in such a way that you make others want to listen

**Proverbs 15:2 NKJV** – <sup>2</sup>The tongue of the wise uses knowledge rightly, But the mouth of fools pours forth foolishness.

2. Learn to become persuasive with your words.

**Proverbs 16:23 NKJV** – <sup>23</sup>The heart of the wise teaches his mouth and adds learning to his lips.

**Q:** What are the benefits of being persuasive?

3. Listen before speaking – **James 1:19**

**Proverbs 18:13 NKJV** – <sup>13</sup>He who answers a matter before he hears it, it is folly and shame to him.

**Q:** Why is it important to listen first before speaking?

4. Be slow to speak and guard your words carefully.

**Proverbs 29:20 NKJV – <sup>20</sup>** Do you see a man hasty in his words? There is more hope for a fool than for him.

5. Never tear others down- rather, build them up.

**Ephesians 4:29 AMP – <sup>29</sup>** Let no unwholesome talk come out of your mouths, but only what is helpful for building up the one in need and bringing grace to those who listen.

**Discuss:** Give examples of Words that build

6. Learn to restrain yourself from what could become an offensive word.

**Proverbs 10:19 – NKJV <sup>19</sup>** In the multitude of words sin is not lacking, but he who restrains his lips is wise.

**Discuss:** Give examples of words that are offensive.

7. Share genuine wisdom.

**Proverbs 10:31 NKJV – <sup>31</sup>** The mouth of the righteous brings forth wisdom, but the perverse tongue will be cut out.

**Q:** What would consider as genuine wisdom?

8. Always speak truthfully

**Proverbs 10:18 – <sup>18</sup>** Whoever hides hatred has lying lips, and whoever spreads slander is a fool.

**Q: What** are the circumstances when it's difficult to be truthful?

## **Conclusion**

Our words are a reflection of what is in our hearts, so we should constantly be filling our heart and minds with what is best. The apostle Paul encourages us in this way, “Finally brothers, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things (Philippians 4:8). If we follow God’s word, then our communication and relationship with others will not only improve but we will have favour and be blessed.