

# SPEAKING TIPS

- Know what you want to get out of the talk.
- Pick a good time.
- Say what you want instead of what you don't want.
- Stick to one subject at a time.
- Avoid criticizing, judging, and coercing.
- Stay focused and concrete.
- Make STATEMENTS instead of asking questions.
- Speak up: Get a word in with someone who talks a lot.
- Encourage a quiet person to speak.

## Examples

- "I like it when..." vs. "I don't want..."
- "Please do this..." vs. "Stop doing that..."
- "I need the room clean." vs. "You need to clean the room."
- "I would like to go out with you." vs. "How come we never go out?"
- "I need some help with ... " vs. "Why don't you ever help?"