

ABCs of Effective Communication

By JoJo Tabares

A word fitly spoken is like apples of gold in pictures of silver. -Proverbs 25:11

Be careful of your thoughts; they could become words at any moment. -Ira Gassen

Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen. -Winston Churchill

Discussion is an exchange of knowledge; argument an exchange of ignorance.
-Robert Quillen

Even if you learn to speak correct English, whom are you going to speak it to?
-Clarence Darrow

Foolishness always results when the tongue outraces the brain. -Unknown

Good communication is as stimulating as black coffee and just as hard to sleep after.
-Anne Morrow Lindbergh

Henny Youngman once said, "Anybody who thinks talk is cheap never argued with a traffic cop."

It is better to keep your mouth shut and be thought a fool than to open it and resolve all doubt.
-Abraham Lincoln

James Humes said, "The art of communication is the language of leadership."

Kee your words soft and tender because tomorrow you may have to eat them.
-Unknown

Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man. -Colossians 4:6

Most conversations are merely monologues delivered in the presence of a witness.
-Margaret Millar

Never argue with a fool. Someone watching might not be able to tell the difference.
-Unknown

One of the lessons of history is that nothing is often a good thing to do and always a clever thing to say. -Will Durant

Plato said, "Wise men talk because they have something to say; fools, because they have to say something."

Question the source and you will discern any bias. -JoJo Tabares

Remember not only to say the right thing in the right place, but far more difficult still, to leave unsaid the wrong thing at the tempting moment. -Benjamin Franklin

Say what you mean and mean what you say. -George S. Patton

The right to be heard does not automatically include the right to be taken seriously.
-Hubert Humphrey

Understanding your audience is key to persuading them.-JoJo Tabares

Verbosity leads to unclear, inarticulate things. -Dan Quayle

Well-timed silence hath more eloquence than speech. -Martin Fraquhar Tupper

Xtrêmes communicate less persuasively than does accuracy. -JoJo Tabares

You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere. -Lee Iacocca

Zero equals one speaking plus no one listening. -JoJo Tabares

Biographical Information

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JoJo Tabares holds a degree in speech communication, but it is her humorous approach to communication skills which has made her a highly sought-after Christian speaker and writer. Her articles appear in homeschool publications, such as Homeschool Enrichment Magazine and The Old Schoolhouse® Magazine, which also endorses her Say What You Mean curricula. You can also find JoJo on Web sites such as Crosswalk.com and Dr.Laura.com. For more information on communication FUNdamentals and Christian-based communication skills for the whole family, please visit <http://www.ArtofEloquence.com/>.