Reader’s Digest Version

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communications 1010 - F13

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**Overview**

I felt there were a few things I could actually pinpoint I have trouble with here but I think I will focus on just one. When it comes to communication, I feel I do well. I easily talk to others, can talk in front of a large group of people and speak well when interviewed. I realize however that my main issue in some of my relationships is I simply talk to much. Seriously I do and it can cause myself inner turmoil as well as my listener wanting to run away. I am just getting started in domestic violence awareness and have been on the new three times recently. I can tell myself each time not to ramble on and on and I do pretty well but its my personal relations that are affected the most such as my work, my boyfriend, my parents and my children. I really want to work on this issue in order to get my point across faster, communicate clearly and effectively.

**Description of Problem**

Has anyone ever said to you “ok tell me what happened, but the reader’s digest version”? I have had that said many times. I have also been told to “take a breath”, and “get to the point” way too often along with other comments such as “ok,ok,ok” and “ I get it”. When being interviewed by others, speaking in public or being on TV I can easily zip it. I get what I need to say out and it doesn’t take forever to explain what I am trying to say. But in my personal relationships I struggle. I feel they have to know the “whole” story and want to always correct them if they misinterpret my long winded explanations. I found the information provided in Chapter four “Meeting gender-related language challenges” (adler, Elmhorst, Lucas pg. 89) very informative, and found that not only does it matter if there is a gender difference but an age difference as well. Talking to my kids means to talk on their terms not mine and communicating with my boss or my boyfriend means less of the chitter chatter and get to the point is far more affective. The advice to be aware of different styles (adler, Elmhorst, Lucas pg. 89),switching styles (adler, Elmhorst, Lucas pg. 90) and combining styles (adler, Elmhorst, Lucas pg. 90) incredibly helpful. I hope to be able to undo years of the way I have learned to communicate and make it a less frustrating experience for everyone involved including me.

**Resources and Constraints**

The text has offered some great advice, and I will try to work their suggestions into my quest to “shut my mouth” more often. I want to however talk to my boyfriend, my boss and my kids about how much my over explaining bothers them and what they need from me to communicate better with them. I can tell that I say too much, talk too long and over analyze a lot and I know this is frustrating. The hardest part for me is the time this is going to take as well as the repetitive nature I need to change a habit I have known my entire life. I will have to ask for others help in stopping me midstream when I am taking too long and after a discussion I may ask for feedback. I work in the public, and I speak in public all the time, it’s almost like I just need to take that communication style and combine it with my personal communication style. I work nearly 12 hours a day sometimes and have three kids I raise on my own on top of volunteer work with the youth in the high schools and Unified Police. Somewhere I need to just slow down, speak up and simplify my responses.I am also afraid of the responses I will get, this is making me hesitant to proceed but I know I have to.

**Recommendations**

I’ve been thinking about how to do this effectively and timely at the same time. I want to first write up some questions, asking only those that I have ever felt have been annoyed with my lengthy explanations on life. Those that I have got a feeling just wanted me to get to the point or those that ignore me because they don’t have time for the long speech that may come next. But I also do not want to focus on relationships that are unhealthy for fear they may give me advice that will hinder my progress. For example, someone that doesn’t have very good communication skills could tell me answers to make me more like them. I will have to be wise in who I choose. I know I will be asking my boss, and my kids. I will really have to go into an interview with my boyfriend with an open mind because I feel he isn’t very good at communicating already so I feel the compelling need to further explain myself with him, and even that doesn’t work very effectively. I want to interview them in person or over the phone but in person I can implement the non verbal techniques discussed on page 101 in demonstrating interest in others and how what they have to say matters too. I want to be able to monitor my own behavior and keep track of the relations with these people and see if they improve. My boss is one especially where I feel a huge breakdown in communication. I work for a company where there are three owners. One of my very great friends has the controlling percent in this company and is the one that hired me. But another girl (one who lives in Washington State) is my regional manager. I feel that the regional manager Kristie is annoyed with my long responses and that the communication is horrible in this company when I have to go through her. She is very busy, this company is growing very rapidly and she oversees a lot of employees. The paychecks get messed up, the schedules are last minute and the HR issues are rising. When I try to express my concerns with her, I feel she shuts me out so that she doesn’t have to listen to a long explanation and she doesn’t like to call me because the conversations last longer than they should. I really want to focus with her, but I have to get over the fear of her reaction. My kids will be the easiest but I have quite the age group. My son is 8 and I have to communicate differently with him than my daughters who are 17 and 21. If they all can tell me things that they think when I talk to them, maybe Ill keep their comments in mind more and that will allow me to shorten my responses and not talk their ears off. I really want to make this change, and I know I can. I just worry that they will not take this seriously and offend me when I ask for their help. What I mean by that is I hear this little voice in my head that tells me they will think this is stupid and that they are just used to my rambling on and on but the truth is they all tune me out, then when I really needed them to hear what I say, they didn’t. I want this to improve all our communication.

**Summary**

I believe my fears of talking too much or saying more than necessary can be overcame by following this plan. I also have a fear when I speak in public that at some point my guest speaking appearances will turn into the same type of boring, over explaining discussions as my conversations with loved ones. I always feel I have so much to say and not enough time to say it in and get anxiety when I have to talk to loved ones about an issue. Slowing down when I am speaking and thinking about what I want to say and how to say it will help me curve the desire to “go into detail” over everything. I really hope this starts to help me lose the excess chatter and get to the point easily and quickly. I believe this will help me have better relations with my kids and family members.

**Works Cited**

Adler, Elmhorst Lucas (2013). Communicating at Work: Strategies for success in business and the professions:McGraw Hill.