

**Welcome to the Tech-Talk Database (<u>www.tech-talk.com</u>).** Login in with your organization's member username and password. Use these communication techniques to work better with others.

## **TECH-TALK DATABASE**

Go to: Search by TOPIC, "COMMUNICATIONS: POWER WORDS"

- 1. WHAT MAKES YOU SAY THAT: This open-end question reveals high-quality information. https://www.tech-talk.com/talking-thank-you-what-makes-you-say-that.html
- 2. WHAT IS "ONE" THING: Someone's upset. Ask "What is one thing that disturbs you?" https://www.tech-talk.com/switch-favorite-to-one.html
- 3. **SCALE OF 1 10**: Measuring how important a feeling is helps you focus on a solution. <u>https://www.tech-talk.com/talking-how-strongly-do-you-feel-about-it.html</u>
- 4. **MEAT STORY**: Repeat the problem and what you want as the solution. <u>https://www.tech-talk.com/comm-principles-resolving-confict.html</u>
- 5. **BECAUSE**: One of the most powerful words to use in all communications. https://www.tech-talk.com/email-the-magic-of-a-single-word-because.html
- 6. **SO THAT**: Convince others in writing and talking with these two winning words. <u>https://www.tech-talk.com/talk-write-always-add-so-that.html</u>
- 7. **HOW DO YOU FEEL ABOUT:** Using the "feel" word gets a more positive response. https://www.tech-talk.com/talk-write-ask-how-you-feel-about-something.html
- 8. **TELL ME MORE:** When you need a minute to gather your thoughts, or don't understand. <u>https://www.tech-talk.com/talk-write-tell-me-about-that.html</u>
- 9. WHAT MAKES YOU ASK THAT: A kissing cousin to #1. https://www.tech-talk.com/what-makes-you-say-ask-that.html
- 10. WOULD YOU BE WILLING: Want to gain more agreement, use this phrase. <u>https://www.tech-talk.com/would-you-be-willing.html</u> <u>https://www.tech-talk.com/talk-write-would-you-be-willing-to.html</u>
- 11. **FAIR AND REASONABLE**: Reach a solution that others like and agree to. <u>https://www.tech-talk.com/talk-write-fair\_and\_reasonable.html</u>
- 12. WOULD YOU CONSIDER: No one is offended by being asked to "consider" something. <u>https://www.tech-talk.com/talking-would-you-consider.html</u> <u>https://www.tech-talk.com/willing-to-consider.html</u>
- 13. **REPEAT AND PARAPHRASE:** Show you are listening and care with this technique. <u>https://www.tech-talk.com/talk-write-repeat-first.html</u>

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