

MANAGING CONVERSATIONS AND GETTING YOUR MESSAGE ACROSS...

Making conversation and trying to get your message across can be difficult at times. You don't know what next to say or how to say it without being called 'too honest' or 'weird'.

I have created simple steps and phrases you can use to help you manage varying situations.

3 TECHNIQUE TIPS

Here are three techniques you can use when talking without being blunt or straightforwardly honest:

1. **Use tactful language:** Choose your words carefully and use a more diplomatic and considerate approach when expressing your thoughts or opinions. Instead of being blunt, try to soften your statements by using phrases such as, "I understand where you're coming from, but have you considered..." or "I appreciate your perspective, and I would like to offer another viewpoint..."
2. **Empathize and validate:** Show empathy and understanding towards the other person's feelings or viewpoint. Acknowledge their emotions and experiences before expressing your own thoughts. This helps create a more open and receptive atmosphere for meaningful conversation.
3. **Ask open-ended questions:** Encourage dialogue by asking open-ended questions that invite the other person to share more about their thoughts or feelings. This approach allows them to express themselves further, while giving you an opportunity to understand their perspective better.

Remember, it's important to strike a balance between being honest and considerate of others' feelings. These techniques can help you communicate effectively while maintaining a respectful and diplomatic approach.



PHRASES YOU CAN USE

Here are some phrases you can use to soften your statements and express your thoughts more diplomatically:

1. "I appreciate your perspective, but..."
2. "I understand where you're coming from, and I see it a bit differently..."
3. "I hear what you're saying, and I'd like to offer another viewpoint..."
4. "I don't entirely agree, but I respect your opinion..."
5. "I see the value in your idea, and I wonder if we could also consider..."
6. "I understand your concerns, and I think it might be worth exploring..."
7. "I'm hesitant about this, but I'm open to discussing alternatives..."
8. "I'm not completely convinced, but I'm willing to hear more about your reasoning..."
9. "I'm inclined to think differently, but I can understand why you feel that way..."
10. "I have a different perspective, and I'd like to share it respectfully..."

Remember, the key is to express your thoughts while acknowledging and respecting the other person's viewpoint. These phrases can help you maintain a diplomatic and considerate tone in your conversations.

HOW DOES USING THESE PHRASES AND TECHNIQUES HELP?

These phrases help maintain a diplomatic and considerate tone during discussions by expressing your thoughts in a respectful and tactful manner. Here's how they contribute to maintaining such a tone:

1. **Acknowledging different perspectives:** Phrases like "I appreciate your perspective" or "I understand where you're coming from" show that you value the other person's viewpoint, even if you may not entirely agree with it. This helps create an atmosphere of respect and open-mindedness.
2. **Offering alternative viewpoints:** By using phrases such as "I'd like to offer another viewpoint" or "I wonder if we could also consider," you demonstrate that you are open to considering different ideas or approaches. This encourages a constructive exchange of ideas and fosters a collaborative atmosphere.
3. **Respecting opinions:** Expressions like "I respect your opinion" or "I can understand why you feel that way" show that you value the other person's thoughts and feelings, even if you have a different perspective. It emphasizes that you are willing to engage in a discussion based on mutual respect.
4. **Being open to discussion:** Phrases such as "I'm open to discussing alternatives" or "I'm willing to hear more about your reasoning" convey a willingness to listen and engage in a thoughtful conversation. This encourages others to share their thoughts and ideas without feeling defensive or dismissed.

Overall, these phrases help create a positive and considerate atmosphere during discussions by acknowledging different viewpoints, offering alternative perspectives, respecting opinions, and promoting open dialogue. They contribute to maintaining a diplomatic tone that encourages healthy and productive conversations.

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