

Proactive Assertive Direct and Tactful Communication

The preference for direct language is often coupled with a strong preference for using tact in many situations. People might receive plain language as not tactful in some situations.

These expressions are culturally significant because people not only use these expressions, but they think these expressions, too. People may not always use these specific expressions or think of them, but they indicate a preference for giving information in a proactive, assertive, and direct, yet, tactful manner. The idea of directness is often balanced with the idea of tact. It's not just what you say but how you say it that's important. How you say something has to do with your choice of words and the tone that your words carry.

1. Get to the point.
2. Tell it like it is.
3. Just say it.
4. Be straight with me.
5. Say what you mean, and mean what you say.
6. If you've got something to say, say it.
7. Don't mince words.
8. Cut to the chase.
9. Don't beat around the bush.
10. I'm not a mind reader.
11. What are you getting at?
12. What are you trying to say?

Proactive Assertive and Direct - You should be proactive, assertive, and direct not just in what you do, but, also, in what you say. And, once again, remember that people value what you say, and they, also, value how you say it. Your choice of words, how you choose to start, and your tone of voice are important. Words that you choose to highlight or that you give added stress affect the tone of what you say.

When is tact most important? Tact is important when you have to say something that you feel is not easy to say or that is negative in some way.

- A. Tact is important when you disagree.
- B. Tact is important when you present an opposing viewpoint.
- C. Tact is important when you present an original plan or idea.
- D. Tact is important when you want to change something or implement a new program.
- E. Tact is important when you talk about a problem and what it takes to solve a problem.
- F. Tact is important when you say something that people may not like.
- G. Tact is important when you say something that is not optimistic.

Practice saying something that is not easy to say, that is negative, and that you feel you have to say or want to say because it's important. Remember that even though something might not be easy to say, you still have to say it because it's important to getting the result or the outcome that you, your manager, your department, and your company need and want.

What are some examples of situations in which you could have to say something that is not easy to say, but you still have to say it? The likely situations are meetings, project updates, and progress reports. Situations, also, include any workplace, business, or professional conversation.

What are you working on now?

What project are you working on now?

What progress can you report?

What are the topics of your department meetings?

By practicing saying something that is not easy to say or that is negative in some way, you can be confident that you will communicate successfully and say what you have to say for the benefit of all stakeholders. A stakeholder is someone "who is involved in or affected by a course of action". <http://www.merriam-webster.com/dictionary/stakeholder>

What you say could influence a course of action. A course of action affects outcomes and results. So speak up. Practice so that you can be a proactive, assertive, direct, and tactful communicator. Don't try to be perfect. Practice makes you better and leads to success.