



Tips for asserting your voice

It's not unusual for us to sometimes be misunderstood, or for our intentions to be misrepresented. If your intent is to assert yourself, these tips might help you

Aggressive behavior looks like this

Direct but tactless, goes overboard in communicating, Its brutally or offensively honest, denies the rights of feelings of others, makes others feel negative

Assertive behavior looks like this

- Direct communication that states facts
- It communicates exactly how you feel
- Its honest
- Balances your own and other's rights and feelings
- Lets both you and others feel positive

What it looks like

- Eye Contact: maintained while talking but not staring.
- Facial expressions: relaxed but serious
- Gestures: Natural and relaxed

What it sounds like

- Voice Volume: Should be moderate, no shouting or mumbling
- Speaking rate: Should be moderate. To fast and its aggressive, to slow- not confident
- Tone: firm sincere direct and calm
- Fluency: speak in full sentences

How do you ensure you are not misunderstood?

- Statements are clear concise and direct
- Sentences to be complete
- Avoid intensifying statements
- Avoid qualifying statements such as "sort of"
- Avoid evaluating labels and or name-calling

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