



## *Tips for Healthy Communication*

**TALK One-2-One  
Student Counseling  
Services**

**Available 24/7  
CONFIDENTIAL**



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or any other life area, call your  
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Everyone has arguments. Sometimes people, and arguments, are loud and active, and sometimes they are quiet and subtle. Talk One 2 One counselors often work with people to resolve their conflicts. When people know how to “fight fairly”, using certain guidelines, they are more likely to find a resolution. Here are some suggested communication “rules” to argue “fairly”:

- Express concerns, desires, and needs calmly and clearly, and in a normal tone of voice. Do not try to shout the other person down.
- Listen carefully and actively. Most people find that listening is far from easy. Strive to appreciate the other person’s point of view.
- Choose the time carefully. Bedtime, mealtime, and leaving for work or school are poor times to fight.
- Be mindful of your mood and energy level, and those of the other person. When you are tired or upset by other factors, the quarrel becomes mixed with other needs.
- Do not zero in on the other person’s vulnerable areas. Criticizing a personal habit or failing is a deliberate aim to wound for the sake of wounding, and not to resolve or heal the rift.
- Avoid the use of “always” and “never” – terms that eliminate hope for change.
- Stick to the subject of the argument. Do not rehash old wounds and arguments, and do not “gunnysack” the other by dumping many hurts and resentments at once.
- Do not call the other person offensive names! Name calling is definitely unfair fighting.
- Do not exert physical violence during an argument. It is not only unfair, but also harmful, dangerous, and illegal.
- If emotions threaten to get out of control or the dispute deteriorates into name calling or physical abuse, offer a truce.
- Do not withdraw. The silent treatment allows a misunderstanding to deepen and fester. This is different from a temporary “time-out” that can be helpful to reestablish calm.
- Do not drag friends into the argument as allies or go-betweens. Adding more people to the situation usually makes things worse.