Introduction:
A. Communication is always a _____________ in every _______________.
B. There are _______ _______ that can get in the way of good communication.
C. God invented _____________ and gave us _________ to speak and ears to _______.
D. If we follow God’s ______________ and employ His ___________, then we can experience successful communication.

Guidelines for Good Communication:
I. Become a Good ___________ - Quick to _________
   A. A great deal of misunderstanding results when we don’t listen _________ to each other (Prov. 18:13).
   B. How can we be better listeners?
      1. ________________
      2. ________________ — “Communication is the _____________ of _______________.” (Chip Ingram)

II. Become a ___________ Speaker - _________to Speak
   A. The Bible is filled with commands for the proper use of our tongues (Eph. 4:15, 25, 29; James 1:26; 3:9-10; Prov. 10:19; 12:18; 13:3)
   B. In appropriate speech includes that which is _________________ and tears people down, rather than builds them up.
   C. ________________ Speech
   D. ________________ Speech
   E. The Right T’s - ________________, ________________, ________________.

III. Become a ___________ Responder - Slow to _________
   A. Our volume and tone must communicate that we are __________ ________
      (Prov. 15:1; 17:27)
   B. The ________________ - “When you do X, then I feel Y.”
   C. The ________________ - “When you do X, in the Y setting, then I feel Z.”

Conclusion:
A. “Communication is the _____________ on which _________ travels” Chip Ingram.
B. “The tongue has the power of___________ and ____________, and those who love it will eat its fruit.” (Prov. 18:21)
C. Let’s make sure the _____________ we speak are an improvement to the _____________.