

INTRODUCTIONS:

- Introduce
- Purpose
- Reason for introduction
- Eye contact
- Name and space
- Respect for audience
- Motive
- Facial Expression
- Hand Gesturing
- Good timing

HOW CAN WE DEVELOP OUR LISTENING SKILLS?

- Eliminate distractions
- Concentration
- Focus on the speaker
- Don't attend to mechanical sounds
- Ask questions
- Don't go into your own world
- Relate to the topic
- Avoid daydreaming
- Take notes
- Ask for clarification
- Look for the speaker's cues

EFFECTIVE SPEAKING AND PRESENTATIONS:

- Know what you want to say
- Know your audience
- Organize talking and listening
- Practice before you begin
- Believe in your message
- Repeat major points
- Find out your listener's needs to say