

LET'S TALK



THE DO'S AND DON'TS OF EFFECTIVE COMMUNICATION



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Effective Communication

- ▶ Is the essence of understanding the emotion and intention behind the information.

Communication

- ▶ Is more than your words: it's how you say it, why you say it, when you say it, and even what you don't say.

Communication Styles

1 Verbal Communication

- Speak clearly
- Use appropriate tone

2 Nonverbal Communication

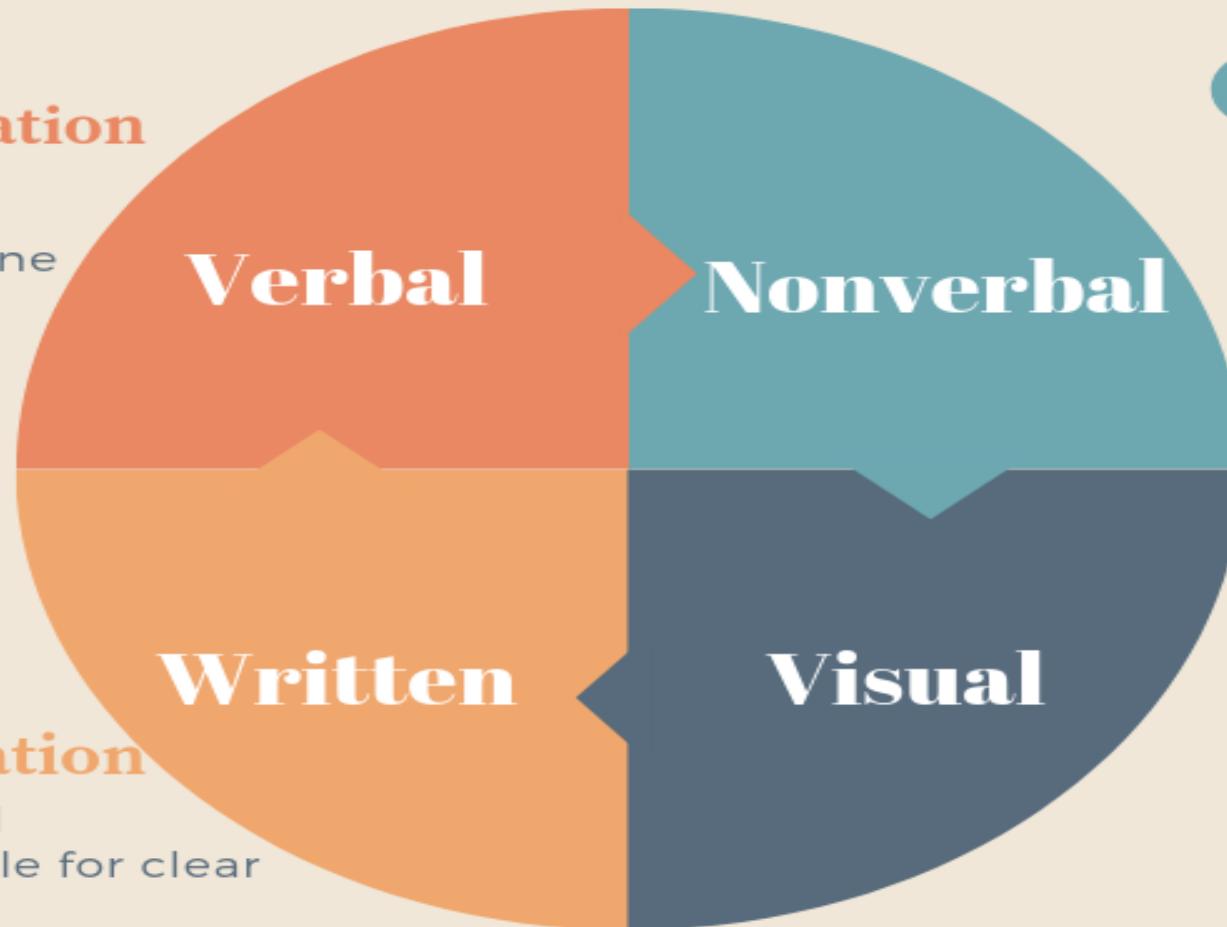
- Eye contact
- Facial Expressions

4 Written Communication

- Keep it professional
- Sender is responsible for clear communication

3 Visual Communication

- Adds Context
- Explains each step



Barriers to effective communication

- ▶ Stress
- ▶ Body Language
- ▶ Lack of Focus

The Do's and Don'ts

Convey your message

- ▶ Know what you want to say
- ▶ Focus on your take home points

know your audience

- ▶ Be mindful of your words

The Do's and Don'ts

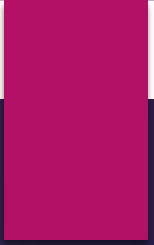
Don't get distracted

- ▶ Don't multitask during your presentation
- ▶ Stay engaged

Don't make it complicated

- ▶ Get to the point
- ▶ Keep it simple





Your group will come up with 3 unique qualities about a chosen topic and then work together to present the topic to a target audience.



Example:

The importance of working smoke detectors

- ▶ They alert you when there is smoke
- ▶ They can also alert the fire department or monitoring company
- ▶ They can save your life



Thank You