



# Communication Skills



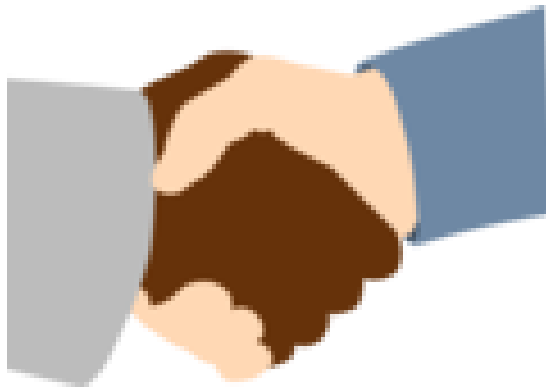
**Neruda Barakat**

***Director; Skills and Career Centre***

# Essentials.....



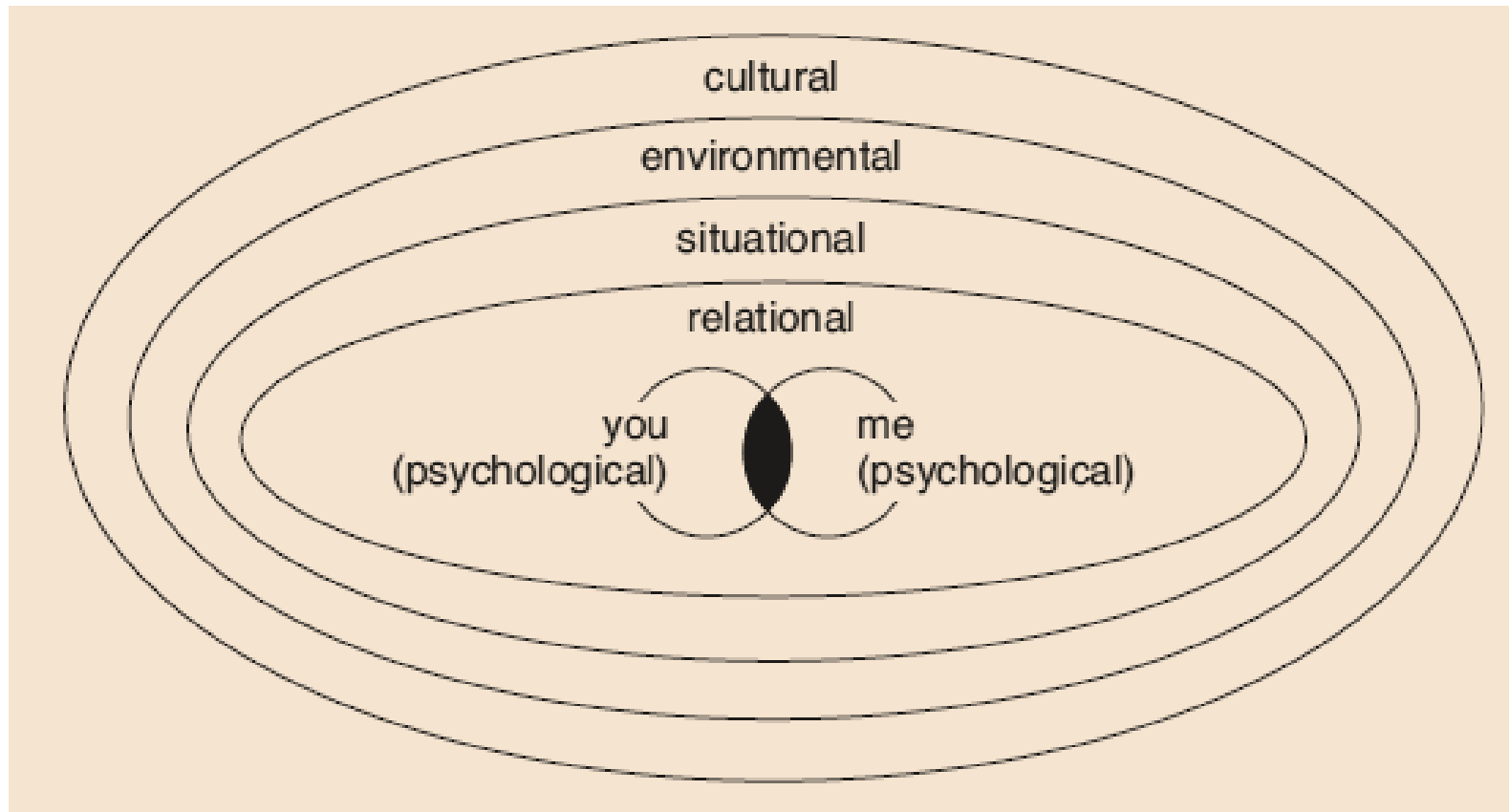
Elevator Pitch



# Essentials.....



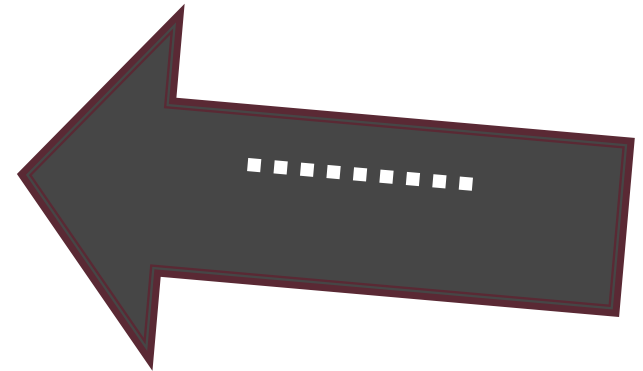
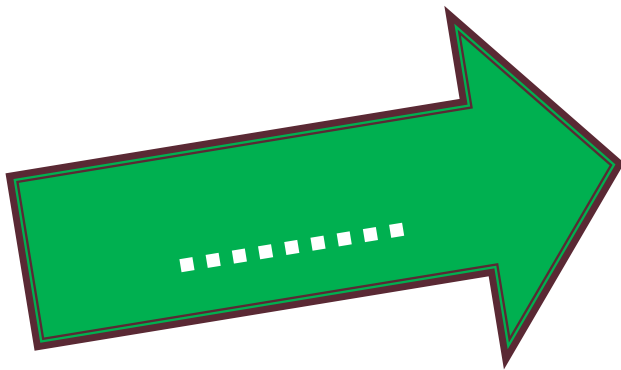
# C o M m U n l c A t i O n



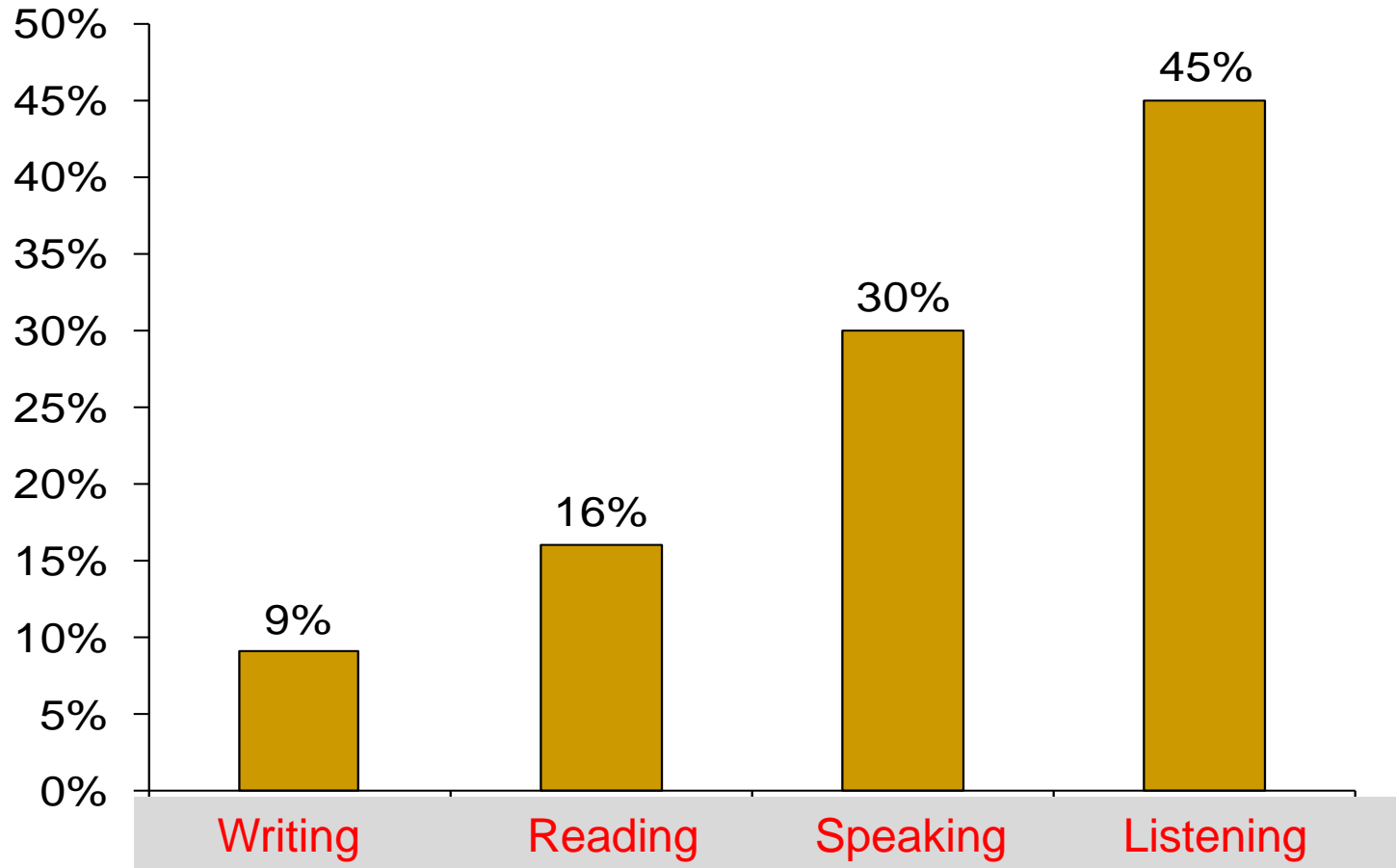




# Types of Communication

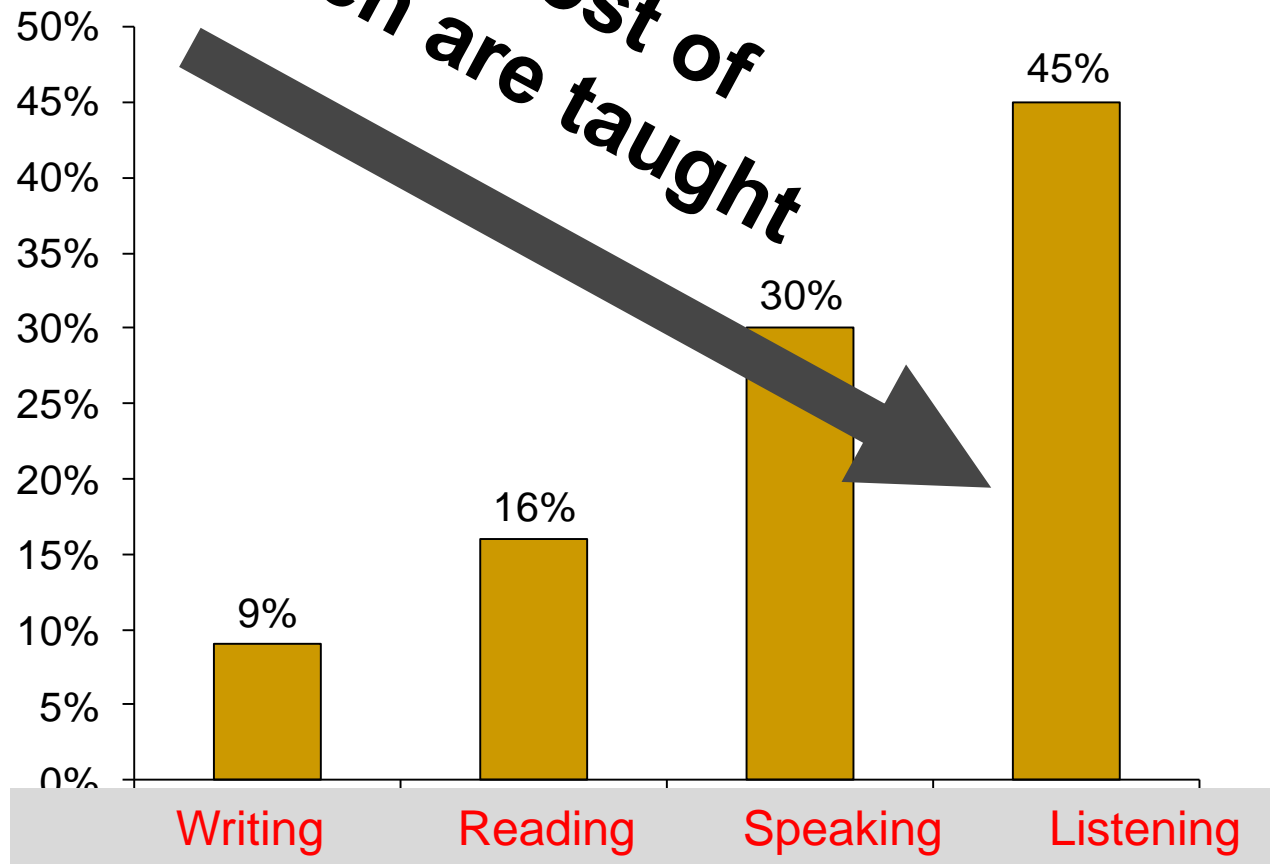


# We communicate like this...

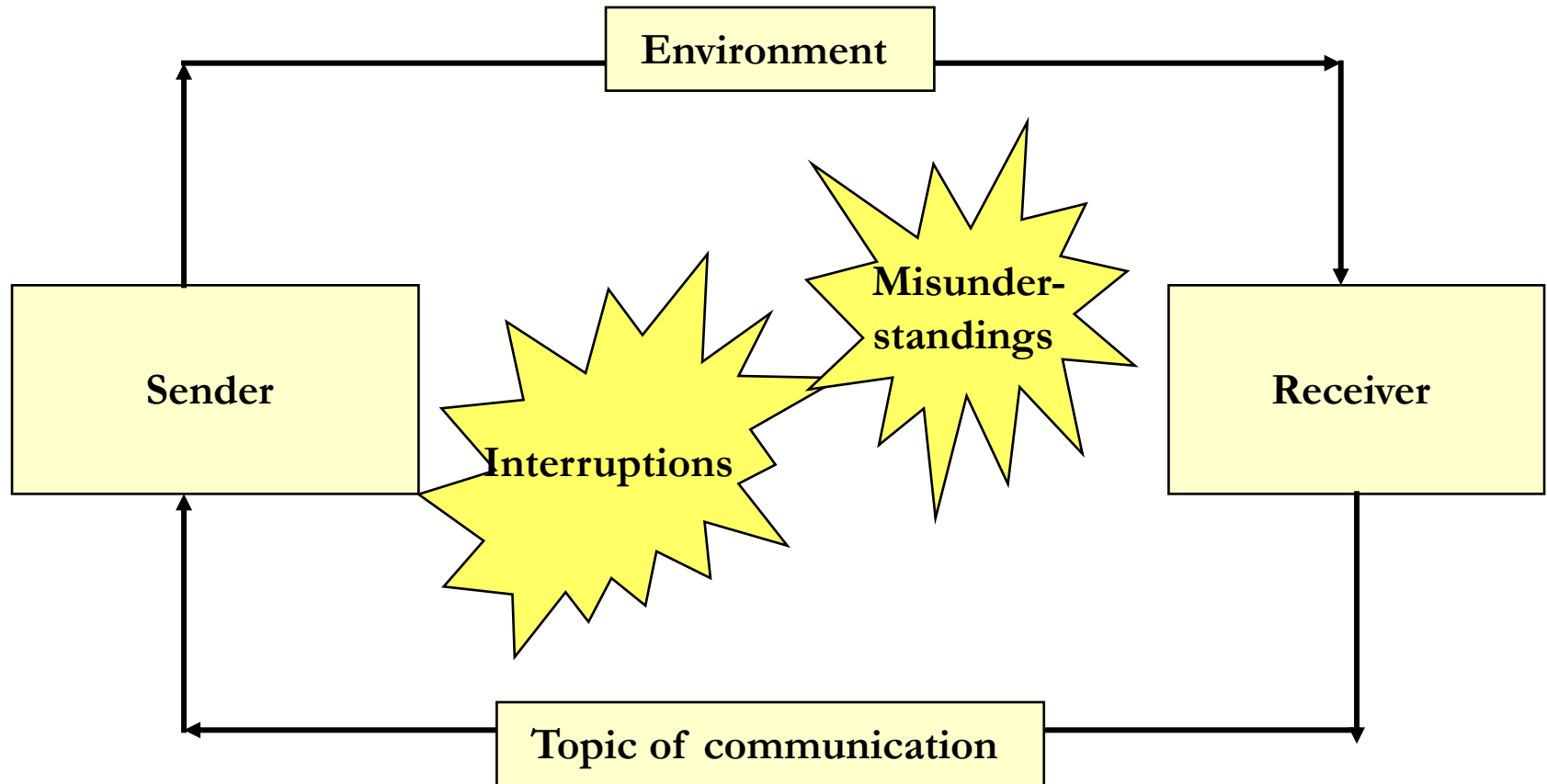


**BUT.....**

**This is what most of  
our children are taught**

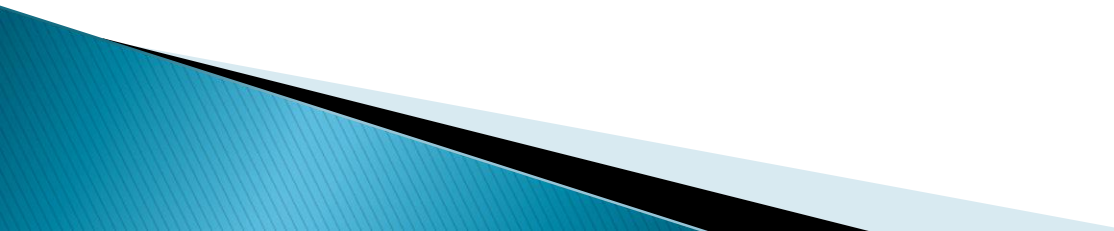


# Communication is:

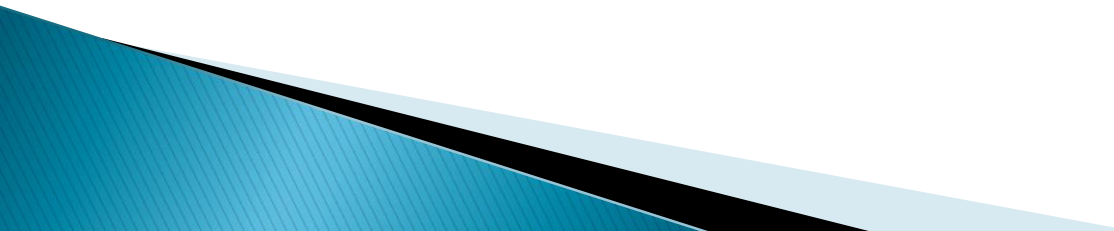





# Do

- Think before you speak! Even if it's not too important.
  - Try to use simple words that most people understand.
  - Get to know as much information as possible about almost everything.
  - Make sure you are understood.
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# Do

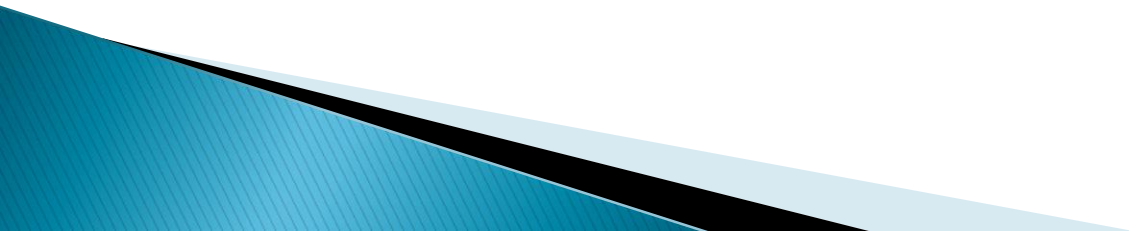
- If interrupted, do not lose your point.
  - Listen carefully to those who are talking to you.
  - If you miss something, Ask!
  - Learn to use these most of the time; Thank you / Please / I'm sorry.....
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# Don't!


- Don't Get angry easily.
  - Don't Use jargons that are not well understood.
  - Don't talk too fast or too slowly.
  - Don't assume that all people will fully understand you.
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# Don't!

- Don't interrupt people no matter what.
- Don't decide quickly that you realized all that has been said.



# Improving Communication

- ★ Read more!
  - ★ Try to communicate with exceptional people most of the time.
  - ★ Don't talk just to get the attention.
  - ★ Be careful with your appearance, clothes, and body language.
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# Improving Communication


- ★Keep an eye contact with those talking to you.
- ★Smile and keep smiling 😊





# TYPES OF BODY LANGUAGE

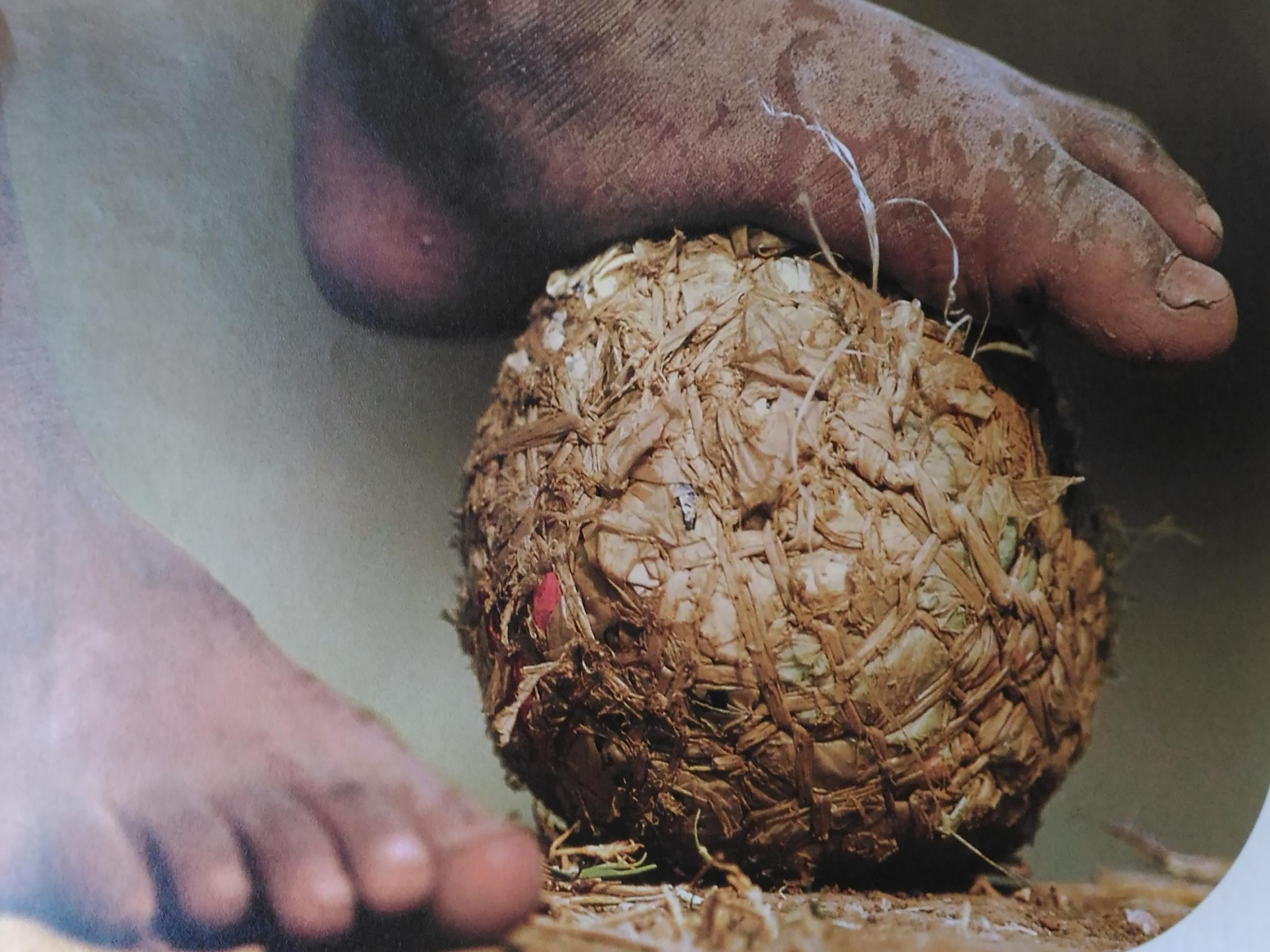
Remember that you are dealing with “PEOPLE”

- ▶ (P)OSTURES & GESTURES
  - ▶ (E)YE CONTACT
  - ▶ (O)RIENTATION
  - ▶ (P)RESENTATION
  - ▶ (L)OOKS
  - ▶ (E)XPRESSIONS OF EMOTION
- 

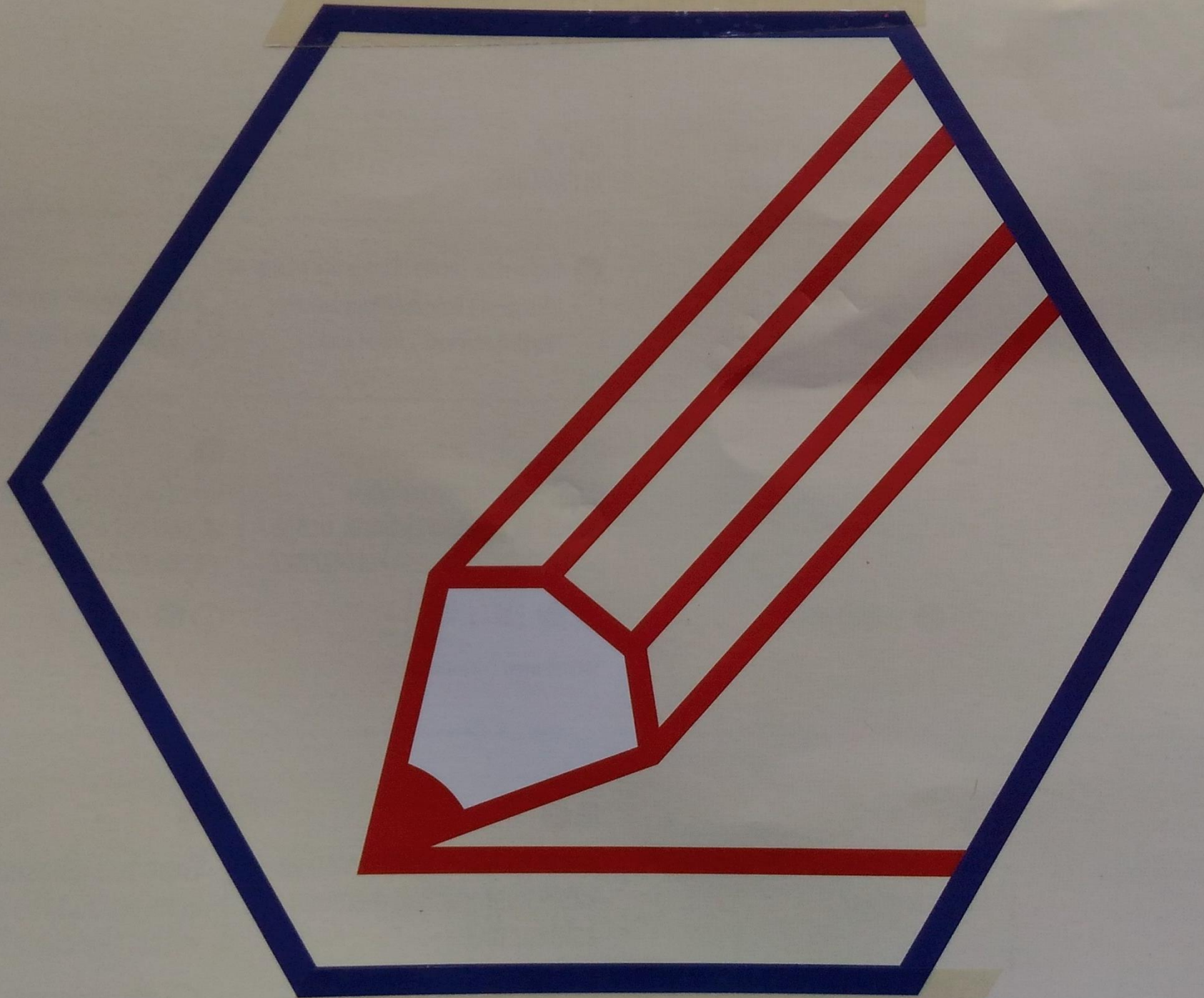




















# Further information and training

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