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**Mindful Speaker Reflection**

Throughout my Public Speaking class, I learned the importance of being a mindful speaker by developing specific behaviors that enhance communication effectiveness. One key behavior I adopted is active listening, which involves giving the speaker my undivided attention without preparing a response while they are talking. This means observing non-verbal cues and responding appropriately. Active listening fosters a better understanding and shows respect, which in turn builds trust and rapport with the audience.

Applying active listening will be crucial when I open my Meat Processing Plant, especially in interactions with both customers and employees. For example, when an employee raises a concern about safety procedures, practicing active listening will help me accurately understand their perspective and address the issue thoughtfully. This not only improves workplace morale but also helps prevent accidents by ensuring all voices are heard and solutions are well-informed.

Another mindful speaker behavior I practiced is organizing my thoughts clearly before speaking. This involves structuring my message with a clear introduction, main points, and a firm conclusion so that my listeners can easily follow and retain the information. By preparing and using outlines or notes, when necessary, I reduce confusion and increase the impact of my communication.

A clear organization will be essential in my professional setting when explaining new processing techniques or company policies to employees or customers. For instance, when presenting a new product line, a well-structured explanation will help customers understand the benefits quickly and make an informed purchase decision. It will also help employees grasp their roles and responsibilities more efficiently.

Finally, I learned to manage my non-verbal communication effectively. Being mindful of body language, facial expressions, and eye contact helps convey confidence and sincerity. Non-verbal cues often speak louder than words and can either strengthen or weaken the intended message.

In my future Meat Processing Plant, positive non-verbal communication will be important when meeting clients or conducting team meetings. For example, maintaining eye contact and adopting an open posture while addressing employee concerns will foster an environment of openness and trust. This behavior fosters stronger relationships and encourages honest dialogue, which is essential for business success.

The behaviors of these three mindful speakers — active listening, clear organization, and effective nonverbal communication —have provided me with valuable tools that extend beyond the classroom. They will directly support my ability to communicate clearly and build strong relationships in my future career, ensuring I convey respect, clarity, and confidence in every interaction.