

Soft Skills

Task Assignment 1

JULY
SUNDAY

29

211-155 WK 30

Questions →

Q ① What are the objectives of good listeners.

→ For active listeners when three points are important:

- focusing attention and concentration on the speaker, trying to understand a others person verbal & non-verbal language.
- Putting aside any distracting thoughts and concerns to focus solely on the speaker.
- You can encourage those who speak by asking open-ended questions and providing appropriate feedback, verbal & non-verbal, & giving answers a subordinates with good gestures & postures also.

Q ② How do you established trust rapport.

- If I have to deliver right firstly & engaged them. sources collect the all related sources then I have to deliver it.

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JULY
MONDAY

10	11	12	13	14	15	16	17	18	19	20	21	22	23		
17	18	19	20	21	22	23	24	25	26	27	28	29	30	JUN '12	
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- some time five shaynis & then more
accordingly speaks because of
some stress releasing.

③ How do you use tone of voice effectively

- • firstly the tone of voice
spoken all time soft voice
& fluently speak to them.
- don't get speed & worthless
speaking. speaking sentences keep
use space given word is
an sentences.
- keep attention to speak
sentences which words &
sentences are speaking what
are speaking.

④ How do you share feedback effectively?

- • keep catch line on like
headline on some like
attention posture given that.
- Be clear & specific focus
on behaviours, not personality.
- Be timely provide a feedback
as soon as possible.

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