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## ⇒ Conversation Skills

- ⇒ Raise your self esteem
- ⇒ Practice self disclosure
  - Recognize yourself
  - Consider yourself
  - Give importance your existence
- ⇒ Active self disclosure
  - Enhance thinking availability
  - Reliability on others knowledge
  - ⇒ Boost thinking ability and have faith that you can think.
- ⇒ Grow in self-knowledge.
- ⇒ Brush up on basic conversation
  - basic pr nhi jana
- ⇒ Be mindful
- ⇒ Know some current topics
- ⇒ Manage your limiting beliefs
  - N-league wali PTT ko accept
- ⇒ Be more social

## \* Confidence Building

→ Talk slowly

→ Hold your eye contact

→ Notice the details

→ Give unique compliments

→ Express your emotions

→ Hold no static body language

## TWPS

# ⇒ Slide Presentation Strategies

- ⇒ Nervousness ~~is~~ is natural process
- ⇒ Practice & Prepare.
- ⇒ Sensibility
- ⇒ Personal involvement (perception)
- ⇒ Don't be static (not be flat, includes ups, downs)
- ⇒ Your speech is about audience not you.
- ⇒ Get audience trust
- ⇒ Organize material in effective manner (conciseness of the topic)
- ⇒ slides are just for clue
- ⇒ watch your feedback, adapt to it.
- ⇒ let your personality come through.
- ⇒ Use <sup>humour, rib</sup> humour, tell stories, and use effective language

fun vs happy

\* ⇒ Don't read the slides unless you have to

\* ⇒ Use your hand and voice effectively

\* ⇒ Grab attention at beginning and choose your

\* ⇒ Practice does not make perfect

\* ⇒ Recording of your speeches



# TWPS

⇒ Keep your writing professional

⇒ Types of Reports:

Organize the  
Inspection Report

⇒ To inspect the thing or project

⇒ Know who will be reading this inspection rep.

⇒ Utilize tools that can help create

Inspection

Progress Report / Material testing