Making a positive first impression

Template

Step 1:

Create a list of verbal and non-verbal behaviors that contribute to making a positive first impression:

|  |  |
| --- | --- |
| Verbal Behaviors | Non-verbal Behaviors |
| * **The way of speaking.** * **All the words and attributes used in the speaking.** * **Tone of speaking the speech.** * **Type of content included in the speech.** * **Which language is used while speaking to different types of audience?** * **Asking to the audience if they have any doubt expels a good manner of speaking.** * **The voice should be confident and one should not have any king of doubt about his or her own topic of speech.** * **Give a pleasant look with a smile.** * **Calm Down and greet with appropriate comment.** * **Be clear and Loud.** * **Prepare a list of points common with that person as to avoid awkward silences.** | * Posture of the person as action speaks more than words. * Gesture of person while speaking. * Facial expression while speaking. * Enthusiasm in the way of speaking is very important point to note. * Having a connection with the audience. * Having a eye contact. * Standing position while speaking or guiding audience. * Standing Straight states that the speaker is confident. * While addressing audience one should have a look to the audience and should try to make the conversation two way wherever possible. |

Step 2:

Upload a video introducing yourself to Microsoft focusing on creating a positive first impression. Be creative if you like! Include whatever you think will make an impact and reflect your personal brand. The video needs to be short – maximum length of two minutes.

It is a video so it is in mp4 file format in another sub folder 😊