

SWOT Analysis

04 October 2021 21:39

So we imagine A lion, and we should write down 40 words. then giraffe and repeat.

Lion :

1. Strong
2. Proud
3. King
4. Father
5. Forest
6. Jungle
7. Dominating
8. Fearless
9. Powerful
10. Attitude
11. Respect
12. Command
13. Leadership
14. Circle of Life
15. Team Effort
16. Brutal
17. Ruthless
18. Unforgiving
19. Master
20. Clear Minded
21. Controlling
22. Praying on the Weak
23. Lion's Share
24. Carnivore
25. Determined
26. Ruling Through fear
27. Unwavering
28. Dictator
29. Monarchy
30. Magnificent
31. Marvellous
32. Paternal
33. Aristocratic
34. Single Minded
35. Quick witted
36. Protective
37. Demanding
38. Stone Hearted
39. Cold
40. Personality
41. Inspiring
42. Throw someone under the bus
43. Betrayal
44. Circus
45. Predator
46. Eyes
47. Hunger
48. Anger
49. Revenge
50. Vengence
51. Distastful
52. Worthy
53. Heirarchy
54. Insulting
55. Causing Pain
56. Stab someone in the back
57. Unmatched
58. Destruction
59. Belittling
60. Undermining

- 61. Underestimating
 - 62. Unfair
 - 63. Advantage
 - 64. Natural
 - 65. Killing Instincts
 - 66. Evolutionary Advantage
 - 67. Cats
 - 68. Carnage
 - 69. Bloodbath
 - 70. Meat
 - 71. Aggression
 - 72. Energy
 - 73. Attack
- Giraffe :
- 1. Herbivore
 - 2. Evolution
 - 3. Tall
 - 4. Quiet
 - 5. Peaceful
 - 6. Harmless
 - 7. Strong
 - 8. Calm
 - 9. Demarcation
- 10. Equality
 - 11. Forgiving
 - 12. Bland
 - 13. Meek
 - 14. Circus
 - 15. Movies
 - 16. Uninspiring
 - 17. Slow
 - 18. Weak
 - 19. Minds his own business
 - 20. Poor
 - 21. Level headed
 - 22. Sleep
 - 23. Height
 - 24. Intimidating
 - 25. Looking down upon people
 - 26. looking up to someone
 - 27. pain in the neck
 - 28. Trees
 - 29. Grass
 - 30. Darwin
 - 31. Biology
 - 32. Thirst
 - 33. Submissive
 - 34. caring
 - 35. rational
 - 36. kind
 - 37. Reserved
 - 38. Isolated
 - 39. Left out
 - 40. Marginalised
 - 41. Prey
 - 42. Pain
 - 43. Suffering
 - 44. Derogatory
 - 45. Deserving
 - 46. Plants
 - 47. Grass
 - 48. Irresponsible
 - 49. Irrelevant
 - 50. Society
 - 51. Comparison

- 52. Environment
- 53. Living alone
- 54. Depression
- 55. Passive
- 56. Under
- 57. Fight
- 58. Running
- 59. Escapism

Ok So here is the main thing

Strengths :

I am a sincere, dedicated and extremely organized person. I am talented in my field, and am excellent with technology, computers, mechanics and programming. I also love hard labour, am very good at construction, wood working and building various things. I am good at chess, and prefer to think logically. I am very good and fast at solving rubik's cube, and love any logical puzzle. I am a very fast typist. I am also good at Photography, Video Editing and creation, Photo Editing and Media Presentations. I am excellent at public speaking and public presentations, and love making powerpoints, Videos, or any other means of expressing myself to a group of people. I also have powerful Leadership skills. I am good with following deadlines, and can work well under pressure.

Speaking of my personal and people skills, my biggest strength is my Character. I am a person that values Integrity and loyalty before anything else. I am very good in convincing anyone of anything, but it has to be something that I firmly believe in. I am a logical as well as emotional person, who knows when to apply what. I use my logical skills effectively, while my emotional skills help me build very strong relationships with the people around me. I have great command on my languages, and have good communication skills. I do not have many friends, but the ones I do are very good and close. I always maintain a good crowd of people around me, thereby being in good company at all times, and try to have the same effect on others. I am extremely sympathetic as well as aptly empathetic. I put others before me, and value their opinions with utmost respect. I refrain from undermining anyone's opinion, or insulting them in any way possible. I am very soft spoken, and can communicate very confidently with my superiors, friends as well as colleagues. Above all people, work and emotions, I place my family. I am very easy to talk and open up to.

My personal interests regarding the topic include public debates, arguments and logical as well as fact based discussions. I hope and try to adhere strictly to my own code of conduct, remain ethical and have strong beliefs, but am always open to an unbaised discussion. I am single headed, and stick to my decisions once made.

While My strengths may outweigh my weaknesses, I do also have certain weaknesses. I do not treat everyone the same, and judge people based on their behaviour, owing to my past experiences. I am a slow decision maker, as I take my time to throughly analyze the situation rather than trusting my gut. I don't actively initiate conversations with people, and usually rely on them for talking to me first. I do not trust anyone with literally anything, before atleast having spent a serious amount of time getting to know them, this leads to trust issues that I can have with collegues. I am not good at following direct orders, if they do not align with my interests. I can lead a team, but can be hard to communicate when under someone's leadership. I am a lone worker. I can sometimes become too emotional, and this clouds my judgement, and ability to work. I am highly sensitive, which can easily distract me from my work, if I am not interested. I do not generally care what some people think about me. This attitude of mine can make me appear egotistical at times. I do not take accusations and rude criticism well. I am not disciplined, and while getting tasks before the deadline, I can rush and sometimes pile up work. I can easily fall into the procrastination loop. I do not like using pen and paper for writing, and have terrible handwriting. I am not a number oriented person and can omit details.

Oppoutunity : technical advantages, and second half, soft skills. logical analysis etc.

threats worst



[Krishnaraj] SWOT Analysis

REPORT

To : Dr. Madhumita Bannerjee

From : Krishnaraj Thadisar (Div 9, I³, 54)

Date : 25th August 2021

Topic : SWOT Analysis on Self

Strength : I am a sincere, honest and logical person. I have excellent public speaking and communication skills along with good hold over language. I am very good at handling people and my team. I also have great technological skills.

Weakness : I take my time to analyse and make decisions which can sometimes slow the process. I am also sensitive to hostile work environments and rude criticism which can make me less productive.

Opportunity : I am very good in programming, presentations, photography, data science and all kinds of software. I am also a professional typist. I am soft spoken and very good at convincing people. I am also extremely loyal and always maintain my integrity and character at all times.

Strengths: While I am very good with deadlines and under pressure work, I often tend to procrastinate a lot, deviating from schedule.

Review Writing

05 October 2021 00:03

Review Writing :

Thomas edison, 31, 2300 patents. made the phonograph, hard headed businessman. He is trying to make a light bulb. He wants to power it by electricity. He finds Carbon and sees that its a breakthrough. There are no sockets, plugs, or anything, so he has to think about building an entire system. University in Austria, Tesla is trying to find a way to reinvented the system to deliver electric power. DC is the only motor that works. Tesla thought about a way he could change that and reinvent it. Thomas Edison is on the verge of the DC system. He pitches the concept, and says that this is going to be the new light source. He builds power plants in cities within 2 years. Tesla is trying to perfect the AC current source, that is widely used today. He has to meet with edison to prove his idea.

He goes to edison laboratory. He goes and introduces himself. He gives him a problem, and tesla solves it. He showed that he is a genius. The DC current system is growing. Ut can only deliver power to about 1 kilometer. Tesla believes that AC can travel much further and waste less energy. AC is much more dangerous. He pitches it to edison, but he says its too dangerous, and so declines it. He asks him to improve DC. Edison says he will give him 50k, but he was kidding and that makes tesla angry and leaves the edison lab. Tesla starts working to dig trences for edison electric. He meets investors in the process. He has to convince them. He was a great showman and finds investors. Edison is struggling to meet demand. Tesla builds another lab. Tesla find a way to improve the AC current. Edison wont now have monopoly over electricity. Tesla perfects his idea and wants to sell it. Tesla meets another investor. He finds the transformer and makes AC possible and safe to transmit everywhere. Despite this, he cannot accept that his invention wasnt the best. Edison tries to tell people that it is dangerous as hell, and wants to demonstrate and prove it. He does a smear campaign. They electrocute dogs and also prisoners using AC and want to destroy AC. It becomes a very gruesome execution.

Edison's own company fires him. But his ideas are hurting him. Tesla pitches his ideas and gets immediately accepted. Westinghouse immediately gets the order. Edison sues tesla for the patents and deives him into bankruptcy. To prevent this, Tesla gives up his patents, his fortune and money to keep the idea alive and business running, and as a result the AC vs DC war was won by Tesla. But suffering from mental illness in his life, Tesla dies alone in his hotel room in Newyork. Unrecognized by his time. The war between Tesla and Edison was won by Edison due to sheer power.

The concerned video is titled "National Geographic Documentary on Nikola Tesla vs Thomas Edison - The American Genius Series" from <https://www.youtube.com/>. It was authored by the National Geographic Team, and Narrated by Jeff Wilburn, guess starring Michio Kaky and Bernard Carlson. It is a series discussing in detail how emerging lifelong rivalries between Genius individuals collectively led to the benefit of mankind. The genre is Science and Information.

It all begins in the office of Sir Thomas Edison, 31, already renowned as the greatest inventor the world has ever seen. He holds 2300 patents and is a gifted genius, but at the same time egotistical, hard headed and a mercenary businessman. He is trying hard even after thousands of failed attempts to invent the Light bulb. He realizes that his invention will need a source of power and a grid, running on tradional Direct Current or DC Power. Elsewhere Tesla finds flaws in the design of the DC motor, and takes it upon himself to completely reinvent it, thus giving birth to the Alternating Current or the AC motor. He moves to America to meet with and work with Edison Electric, where he is tested for his abilities, and when they proved to be greater than that of Edison's, he was resented, mocked and fired. Deeply hurt by Edison's actions, Tesla finds his own investors and creates a new electric company challenging the Edison Monopoly. It is now that Edison and his team launch a smear campaign, and just to prove his own idea is greater, he Executes Dogs, humans, and elephants with AC Power resulting in their gruesome death tarnishing the AC reputation. AC power holds up regardless, as it was better and the future of electricity. Edison then sues Tesla, leading him to bankruptcy. Despite his efforts, Tesla gives up all his fortunes and patents to keep his company alive. He then eventually proceeds to die poor, and alone in his hotel room in New York. The war between AC and DC was won by AC, but between Edison and Tesla was won by Edison.

The Audio was enlightening to listen to. It was coupled with visuals of the content and technology being talked about, which helped in grasping the concepts. The lesson to be learnt here was clear - To not be hard minded, and egotistical about anything, even if you are the greatest inventore the world has seen, because there is always someone better than you. The rivalry between Edison and Tesla was much like David and Golliath. Tesla was a nobody, and managed to defeat Edison at his own game simply on the basis of his own genius and determination. The story was very well narrated and content precisely delivered. The struggle of the scientist of the time could have been presented in a more vivid manner. It was an inspiring talk, and a necessary lesson to preach.

Speech:

Gratitude

Take a moment to think about where you are and what you have.

How it is

Have we ever taken the time to think about any of this?

We are rushing through life

We dont have peace

we cant think about our lives and we dont have the time to

We criticise a lot, a lot of things - the government, our parents, our friends, our teachers, our univeristy, our phone, our life even.

We wear gucci clothes and nike shoes, and ther isnt anything wrong in it, nor to feel guilty about, but we shouldn't start flying so high in our lives so that we forget where the ground is.

How small the earth is, there are millinons of galaxies, and yet here we are. Our problems are small.

We should take the time at the end of the day to think about and be thankful for things in our lives.

if that happens, we will see the birds in the skies.

Instead of hearing the sounds, we will start listennig to htem, isntead of seeing the children play cricket we will start to see them. we will notice the small things

8/9

EFFECTIVE COMMUNICATION - PRACTICALREVIEW

The concerned video is titled - "Nat-Geo Documentary on Tesla Vs Edison - The American Genius Series" from www.youtube.com. It was authored by the national Geographic team, and narrated by Jeff Wilson, guest starring Dr. Michio Kaku. The series discusses in detail how emerging lifelong rivalries between genius individuals collectively led to the benefit of Mankind. The genre is science and Information.

Sir Thomas Alva Edison, 31, is already renowned as the greatest inventor the world has ever seen. He is a gifted genius, but at the same time, an egotistical and megalomaniac, ruthless businessman. He invents the light bulb and realises that it needs a power source, and thus begins the dawn of the power industry. Edison supports and is now going to propagate the use of DC power, which Nikola Tesla finds ineffective. He invents the AC motor and presents his ideas to Edison, who ridicules it. A furious Tesla then creates his own company to rival Edison.

This is where Edison crossed all lines and launched ten a smear campaign against AC brutally killing animals and prisoners in public view.

The war between AC and DC is eventually won by Tesla's AC, but Edison sues him, leading him into bankruptcy. Tesla has to give up his fortune to keep his dream alive. He later dies alone, poor and mostly unknown in his hotel room in New York at a very young age.

The audio was enlightening to listen to. It was coupled visuals of the content and technology being talked about, which helped in grasping the concepts. The lesson to learn is clear - To not be hard minded and egotistical about anything, even if you are the greatest inventer to ever live.

Tesla was a nobody and managed to defeat Edison at his own game, simply on basis of his genius, hardwork and determination. The story was well narrated and content precisely delivered, but the struggle of the scientists could have been presented in a more vivid manner. It was an inspiring talk, and an important lesson to learn.

Resume

05 October 2021 00:18

Resume

21 September 2021 16:08

So I have to write the stuff that must be in my resume.

① Key experience / skills :

C++, C, Python, HTML, CSS, Data Analysis, Operating Systems.
Java, Bash, Pen testing

② Education :

MIT WPU, Pune — 2021-2025
B.Tech. CS. Forensics, cybersecurity

JKWSS, Pune — 2020-2021
12th, CBSE 96.4 %.

Bharati Public School, Dehradoon, India — 2011-2019
10th, CBSE, 91.8 %.

③ Awards

- ① Secured highest rank in Science and Social science (96/100) in 10th CBSE - Academic year 2017-18
- ② Secured 1st position in ^{High} Inter school essay writing competition 2019
in division B. under class 10th in Dehradoon - 2019

- ③ Secured 1st position in Inter school quiz competition
- ④ Secured 2nd Position in ELPT in Academic year 2012 and 2014
- ⑤ Secured 2nd position in 20th School Zilla Mangalyan Science Model contest 2018
- ⑥ Secured 1st position in School Science Exhibition ~~2018~~ in academic year 2018, 2019
- ⑦ Secured Second 2nd Rank in Class 12 CBSE
- ⑧ Secured 3rd Rank in Class 10 CBSE

④ Achievements

- ① Represented School in inter school chess competition
 - ② Represented school and secured 1st rank in Inter school Science Quiz
 - ③ Represented school and secured 2nd place in Ice Mangalyan Contest.
 - ④ Achieved Factor fair to John & Rabies who is my school - 14.25.
- ⑤ Extra Curricular Activities
- ① School Eco-clubs: Activism volunteer; Took eco class takes initiative to spread awareness about environment, set to students and help plant trees in our school and near school.

⑥ Represented Nehru in inter school
Debate competition

⑥ Personal Interest / Hobby

- ① Photography
- ③ Cubing
- ⑤ Chess
- ⑦ Football
- ② Cardistry
- ④ Tufing
- ⑥ Keyboard playing

⑦ Work Experience

S bym

Lokesh in

Gulf b

⑧ Personal Details

Gender - Male

DOB - Dec-20, 2002

Marital Status - Unmarried

Known Language - English, Telugu,

Maths, Geography,

Current address:

Phone no. 98293 1055

Email ID : krishna.karthik@gmail.com, karan.krishna@gmail.com

[PDF] [Krishnaraj] Resume

[Word] [Krishnaraj] Resume



KRISHNARAJ PRASHANT THADESAR

B. Tech. – CSE - Cyber Security and Forensics

Ph: +91-9834312135

Email: kpt.krishnaraj@gmail.com

Pune, Maharashtra, India



KEY EXPERTISE / SKILLS

C C++ Python Linux Bash Git HTML CSS Qt5 SQL Data Analysis
Data Presentation Operating Systems MS Office

EDUCATION

MIT- World Peace University

B.Tech – Computer Science Engineering (Cyber Security and Forensics) – MITWPU | CGPA: / 10.00

2021 - 2025

Mansukhbhai Kothari National School, Pune

12th | CBSE | Percentage: 96.4

2021

Bhavan's Public School, Doha, Qatar

10th | CBSE | Percentage: 91.8

2019

AWARDS AND SCHOLARSHIPS

- ✓ Secured Highest score in Science (96/100) and Social Science (99/100) in Class 10th CBSE
- ✓ Stood 1st in ICC Interschool Hindi Essay writing Competition in the Academic year 2019
- ✓ Secured 1st position in Interschool TRAQUEST Annual Quiz Competition in the Academic year 2019
- ✓ Stood 1st in Annual School Science Exhibition for the Academic years 2018 and 2019
- ✓ Secured 3rd Position in School in Class 10th CBSE in the Academic year 2018
- ✓ Secured 2nd Position in School in Class 12th CBSE in the Academic year 2021

ACHIEVEMENTS

- Represented School and Stood 2nd Place in ICC Mangalyaan Contest 2019
- Represented School in Interschool Chess competition in the academic year 2018
- Represented School in the Interschool Debate Competition 2019
- Achieved Fastest time to solve a Rubik's Cube in my School at 14.04 seconds.

EXTRA CURRICULAR ACTIVITIES

- School Eco Club: Active Volunteer, the school eco club takes initiative to spread awareness about the well being of the environment to students, and actively plants and waters more than 500 trees each year.

PERSONAL HOBBIES

- Photography, Cubing, Cardistry, Chess, Piano, Football

WEB LINKS

- Skype: Krishnaraj Thadesar (krishtnraji.kpt@outlook.com)
- LinkedIn: <https://www.linkedin.com/in/krishnaraj-thadesar-2541451b9/>
- GitHub: <https://github.com/KrishnaRaJ>

PERSONAL INFORMATION

Gender: Male

Marital Status: Unmarried

Current Address: A3-501, Kingsway Society, Near Pentacostal Church, Ghorpadi, BT Kawade Road, Pune Maharashtra, India
Emails: jpt.krishnaraj@gmail.com, krishtnraji.kpt@outlook.com

Date of Birth: December 20, 2002

Known Languages: English, Hindi, Marathi, Gujarati

Phone Numbers: +91-9834312135

Documentary Plan of Action

05 October 2021 00:23

Documentary – Action Plan.

Name of the Video –

“Swiggy wala” - *The Story behind delivering happiness*

Theme - Point of view of a Delivery Boy

Plot - University students interview common delivery boys and get to know about their struggles and experiences on the job.

Characterisation:

The protagonists are the delivery boys from Swiggy, Dominoes and Zomato. Chefs, Society residents, Restaurant receptionists, and Security Guards are among other characters to be interviewed.

Number of Participants:

1. Div. 9 I3. 109054. Krishnaraj PT - Anchor
2. Div. 9 I3. 109045. Pranaav Suratwala - Anchor and Editing
3. Div. 9 I3. 109044. Devanshu Surana - Anchor
4. Div. 9 I3. 109041. Sourab Karad - Script writing
5. Div. 9 I3. 109056. Tirth Thesiya - Subtitles
6. Div. 9 I3. 109049. Varad Talegaonkar - Cameraman

Plan of Action:

1. Write the script, and then decide location of shoot
2. Go to the site and interview Delivery boys in front of common restaurants, and ask them about their daily experiences, their motive of work, Struggles during the current times,
3. Ask questions about their day to interactions with the Delivery boys to restaurant receptionists
4. Inquire Security guards and Building residents about their views and interactions with Delivery boys on a day-to-day basis.
5. Pool the footage together, and edit the video within the next 2 weeks.

Q. What is the Impact of grooming on communication

write about what is grooming and all

then talk about the impact it has on communication

also mention the assignments at the end

<https://www.skillsyouneed.com/ips/personal-appearance.html>

<https://medium.com/@obotetukudocreatives/how-do-you-communicate-your-ideas-10-personal-appearance-and-delivering-your-speech-presentation-d3c01225d39a>

'Grooming' is the art of improving, polishing, and/or making something better, more presentable and appropriate for a particular occasion or event. Communication on the other hand is the process of transferring knowledge in a mutually understood manner. In first glance, they don't seem to have all that in common, and are yet deeply related.

Personal appearance is an often-disregarded part of communication and presentation skills.

When you are speaking with someone, you may be representing your organisation or just yourself. It is still *you* at the front. It is *you* that the other person, group or audience sees and before you have time to open your mouth and say anything, certain assumptions, both consciously and subconsciously, have been made. Human communication is in fact largely non verbal, and visual rather than verbal.

Visual impact is at least as important as verbal impact. People will very quickly make assumptions based on your personal appearance, including your facial expressions, the clothes you wear, how well-groomed you are and your body language.

Perhaps the most obvious element of personal appearance, and certainly the easiest one to change, is what you wear and how well-groomed you look.

Nobody expects you to be packaged into something you are not. However, your appearance is a reflection of your own self-esteem. You should aim to present yourself to your best possible advantage. Whilst you might be casually dressed when working within your organisation, a more formal approach may well be preferable when representing your organisation at an external meeting.

Good grooming and a tidy appearance is always preferable, whether casually or more formally dressed. It presents a much more professional appearance.

It also suggests that you think that you are relatively important: that you matter. This is important if you wish to be taken seriously. Nobody is going to respect someone who does not look like they respect themselves.

Our gestures are part of our personalities, a part of how we express ourselves. Hand and arm movements can add emphasis, aid explanation and convey enthusiasm. They only become a negative signal when repeated so often that they become irritating to the observer. Listeners can become so side-tracked by the sight of someone constantly playing with their hair, tapping on the table with a pen, etc., that they no longer listen to the spoken word. These negative signals can break down the communication process.

Being presentable communicates credibility.

Credibility is one of the most critical and crucial factors in communication. Several communication scholars have identified credibility dimensions to include composure, character, charisma, competence, trustworthiness and dynamism [See My "Factors of Leadership Credibility." in Medium Series]

Humans evolved to compare and contrast as this was a way for them to make sense of the world around them. One of the biggest instruments for comparison is appearance. In the 21st century work place, appearance and grooming play a number of roles including ensuring your visibility at work, being nominated for various roles among others.

Good grooming and appearance are skills which can be developed just like other life skills. To get ahead, you must become intentional and deliberate about your appearance and grooming. At all times, strive to maintain a positive non defeatist posture, look clean, wear fitting apparels and you will start seeing that you stand out through the non-verbal cues you perceive from others.

Always understand that your appearance and grooming impacts how people perceive you!!!

Kindly share your thoughts on this that I may learn from you as well. Happy reading!!!

PERSONAL APPEARANCE AND CREDIBILITY

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Body Language

Understanding body language is one of the most important aspects of personal presentation. The image conveyed by the physical self should support and enhance what is being communicated verbally. If the visual image differs widely from the spoken message, it is often the non-verbal account that is believed.

The way you sit and stand, your gestures and mannerisms and your facial expressions will say far more about you and how you are feeling at any given time than the words you are using. When individuals are nervous or uneasy, their behavioural 'bad habits' become more pronounced.

Facial Expressions

Little can be done to alter your face, but a lot can be done about the expression that is on it!

It is your duty—to yourself as well as to the organisation that you represent—to convey a calm, friendly and professional exterior, whatever you may feel inside. Try to smile and appear optimistic and confident. More to the point, try to convey how you (should) feel about a subject in which you are an expert: at least interested and capable, and preferably enthusiastic.

Clothes and Grooming

Perhaps the most obvious element of personal appearance, and certainly the easiest one to change, is what you wear and how well-groomed you look.

Nobody is likely to be able to tell you exactly what is appropriate attire in any given situation.

It is important to be suitably dressed within expected limits.

You should also ensure that you are appropriately groomed. This does **not** mean that women have to spend two hours putting on make-up before attending an event. It does, however, mean that you should be clean, your clothes should be clean and ironed, and that your hair should be tidy.

Nobody expects you to be packaged into something you are not. However, your appearance is a reflection of your own self-esteem. You should aim to present yourself to your best possible advantage. Whilst you might be casually dressed when working within your organisation, a more formal approach may well be preferable when representing your organisation at an external meeting.

Good grooming and a tidy appearance is always preferable, whether casually or more formally dressed. It presents a much more professional appearance.

It also suggests that you think that you are relatively important: that you matter. This is important if you wish to be taken seriously.

Nobody is going to respect someone who does not look like they respect themselves.

Facial Expressions

Little can be done to alter your face, but a lot can be done about the expression that is on it!

It does not matter how the day started or what minor crisis has occurred along the way. People have not come to this event or meeting to see you looking gloomy. If you do not look interested and enthusiastic about what you are saying, why should anyone else care?

It is your duty—to yourself as well as to the organisation that you represent—to convey a calm, friendly and professional exterior, whatever you may feel inside. Try to smile and appear optimistic and confident. More to the point, try to convey how you (should) feel about a subject in which you are an expert: at least interested and capable, and preferably enthusiastic.

Paradoxically, simply behaving as though you are confident can actually help you to *become* more confident. This is very much a 'virtuous circle'.

Body Language

Understanding body language is one of the most important aspects of personal presentation. The image conveyed by the physical self should support and enhance what is being communicated verbally. If the visual image differs widely from the spoken message, it is often the non-verbal account that is believed.

The way you sit and stand, your gestures and mannerisms and your facial expressions will say far more about you and how you are feeling at any given time than the words you are using. When individuals are nervous or uneasy, their behavioural 'bad habits' become more pronounced.

Awareness of your body language, of how you behave under pressure, what signals you are unconsciously giving, how nerves and stress affect you physically, can help you understand how you 'come across' to others. It can also explain how the wrong impression is sometimes given and how confusion can occur.

Working on body language is a way of improving personal presentation. For example, when concentrating on something rather hard, your expression may look troubled, when in reality you are not anxious at all, just absorbed. This does not mean you should go around with a fixed smile on your face. However, you do need to be aware that your physical self might send one set of signals when your mind is involved elsewhere.

Body language can also be used as a mask to convey contrary feelings. How often have you nodded firmly when you did not understand a word, smiled when your instinct was to scowl, or clapped enthusiastically at the end of a talk that nearly put you to sleep? In these cases you were not being hypocritical, but using body language positively as the mechanism of good manners.

Our gestures are part of our personalities, a part of how we express ourselves. Hand and arm movements can add emphasis, aid explanation and convey enthusiasm. They only become a negative signal when repeated so often that they become irritating to the observer. Listeners can become so side-tracked by the sight of someone constantly playing with their hair, tapping on the table with a pen, etc., that they no longer listen to the spoken word. These negative signals can break down the communication process.

You may believe that personal appearance shouldn't matter. You might, quite rightly, believe that you are much more than the clothes that you wear, or whether you remembered to brush your hair that morning, or if you look grumpy.

It is, of course, true that each of us is far more than our appearance. However, when we meet someone new, we inevitably make judgements about them. With nothing else to go on, we rely on appearance. How you look does matter, therefore, even if you wish it did not. You only get one chance to make a first impression, and you want it to be the right one.

Personal appearance is the way you look when you step out of your home. It includes all your outside accessories or adornments and accoutrements. Specifically in the speaking and presentation arena, personal appearance refers to the way the audiences with their expectations of appropriateness, see and evaluate the way you look. The ways you look is all about your outward appearance of clothing, grooming, and make-ups.

Physical appearance on the other hand, involves your body language in totality: your head movement, feet movements, hand movements, legs shaking, postures, gestures, gait, stance, facial features, and all other physical elements of your personality. These communicate a lot more than your personal outward appearance that are determined by clothing, attire, and make-ups.

CLOTHING AS COMMUNICATION AND SPEECH

Personal appearance is simply the ways you appear on the outside to your audience members.

Personal appearance is speech. It is specifically speech communication in video and visual modes. Your personal appearance speaks to the visual and video modes of human communication; not to written mode, unless you have alphabets as tattoos on the outside of your body, so much so that it is visible to audience members.

Clothing is a symbol as well as a sign. It can also be an artifact, as are all other artifacts that are worn as adornments and accoutrements. In terms of personal appearances, clothing and all other accoutrements make the image of the public speaker. What the speaker wears, be it suit, casual attire, culture-specific outfit, professionally clad attires, uniforms, even the colors, lengths, sizes, and so on, all send messages to the audiences.

Say you are speaking to a group of widows on money management. What is the right and best attire? Blue suit? Dark grey? Brown? Black? Do you go casual? And tieless?

Clothing and all other decorative wears and accessories say a lot about us.

Clothing can do a lot for us, too.

We advertise who we are and what we stand for in our clothing.

Our outward appearances speak to our inward sentiments and moods.

We dress for success. We dress to attract. We dress to enchant. We dress to lure. We dress to seduce. We dress to win. We dress to mourn. We dress to celebrate. We dress to marry. We dress for burial. We dress to church, and so on.

A public speaker who puts on a tie and a three piece suit in an informal rally with mineworkers or timber workers is not going to have the same impact with the content of his speech no matter how much he or she gestures to be "one of you." And, irrespective of his or her vocal/voice declaration of, "We are all in this together," he/she would alienate a larger, if not all of his/her audience members.

YOU ARE WHAT YOU WEAR

Clothing communicates. How we attend to our clothing appearances communicates comfortableness, familiarity, deference, respectability, cultural savviness, self awareness, flexibility, and social competence.

Clothing influences perceptions of us.

Clothing suggests approachability. That is the ways we carry ourselves with our attires or clothing allow others to approach or distance themselves from us. Our clothing speaks to our openness or distance, aloofness, and distancing behaviors to others, according to communication researchers (See Mark Knapp and Edward Hall, (2002) *Nonverbal Communication In Human Interaction*.

A businessperson who is very comfortable with his or her audience of prospective investors can readily unbutton his or her jacket in order to be "chummy" and "homey" with the audience members. In that instance he or she may decide to speak in a very low and intimate conversational tone.

Conversely, the same individual may choose to button up their jacket when delivering the outcome of the investment funding pitch to his or her own board of directors, as a sign of respect and decorum of the business class. Buttoning up in that instance communicates formality and appropriate corporate mannerism that is expected, and most oftentimes rewarded.

But in celebration of the win and jubilating over the huge sum of money raised in the investment funding pitch, the business person at a barbecue will most likely dress in a short sleeve shirt and a khaki pant with a pair of sneakers. Here, the climate, the situation, the environment dictates casualness, even with the bosses and board of director members in attendance.

PERSONAL APPEARANCE AND IDEAS PRESENTATION

Personal appearance aids to communicate your ideas because clothing is communication. The attires you wear speaks to your sensitivity to the audiences' values and expectations.

Your outward appearance sends messages to the audience that you are ready, neat, well groomed, and conscious of your image and that you regard the occasion as important enough for you to spend extra time and money to look presentable. Joe Navarro, a former FBI agent observes,

"Clothing can be descriptive, such as revealing when people are celebrating or mourning, if they are of high or low status, whether they conform to social norms or are part of a sect (e.g., Hasidic Jew, Amish farmer, or Hare Krishna). In a way, we are what we wear.... Obviously, because we have certain employment rules that require specific attire and since we make conscious choices when it comes to clothing, we need to be careful in our assessment of what it signifies, After all, the guy standing outside your door dressed in a telephone repairman's uniform just might be a criminal who purchased or stole the outfit to gain access to your home." [What Every Body Is Saying (2008), p. 98]

A man who adjusts his shirtsleeves, plays with his cuff links, or fixes his tie knot while on the podium, readying himself to deliver a speech is sending a thousand messages without uttering a sound. For one, he could be flirtatious, drawing attention to his expensive cuff links, showing off his tie, trying to cover his Adams pie, making sure his venal area of the chest and neck is properly covered, trying to manage

his speaking anxiety and apprehension, insecurity, nervousness, cautiousness, and so on.

His on-stage mannerism could be distracting to many and thus take away from his credibility and positive evaluation from a section of the audience.

PERSONAL APPEARANCE AND CREDIBILITY

Being presentable communicates credibility.

Credibility is one of the most critical and crucial factors in communication. Several communication scholars have identified credibility dimensions to include composure, character, charisma, competence, trustworthiness and dynamism [See My "Factors of Leadership Credibility." in *Medium Series*]

I assert that your personal appearance adds to your credibility. Credibility however, is a subjective criterion in public speaking, as well as in employment performance evaluations, especially when the stakes are high among competing interests and stakeholders.

If you want to win your audience over to your objective for speaking; or if you want to appeal to their sentiments for inviting you to speak, you have to wear what is coherent and congruent with the message you are sending. They say cloth makes the person. That person includes the audiences. They want to affirm and reaffirm who they are in its totality, while in that speaking event. This is not pandering. It is effective communication with your audience. They are the end users of your message, product, services, ideas, policies-turned-actions. You speak for them. You wear for them. You do for them what they want, if you want to influence their behaviors toward you and toward the content/your topic.

Remember that audience's judgment of your speech content starts first with who they are and what they want from the speaking engagement or event.

For you to gain and retain the audience's attention you must appeal to their aesthetic sense.

You may want to use your attire to send a specific message to an individual or to a group in time and place; but that may offend a lot of other people. So, know your audience.

Cloth is prescriptive. It is culturally scripted. It is professionally ascribed. Clothing is easily manipulated to suit a time, place, context, individuality, personality, culture, society, and/or profession. Remember to know your audience. And, dress appropriately.

HYGIENE AND CLEANLINESS

Personal appearance also refers to cleanliness, tidiness, and being hygienic. Your personal appearance sends a thousand messages.

Others may have a totally different meaning from what you intended with the make-up, your lip stick, your nail polish, the heels of your shoes, your hairdo, the colors of your clothing or dress, and whatever it is that you use to accessorize.

Personal hygiene sends messages. People will make assumptions about our personal appearance as indicative of our mental and emotional states.

Your audience may think of you as mentally incapable to speak before them if you are not well groomed. A mentally depressed speaker will be incoherent.

When the weight of the world is on one's shoulders, grooming and preening are the last things to worry about. This will show if one is speaking to an audience. But such personal appearance might be persuasive if one is a newly-freed, or recently-released prisoner of war from captivity; or a revolutionary of sort.

PUTTING IT ALL TOGETHER

Clothing and all its accessories and ancillaries are critical to all forms of human public communication and must be studied and understood by all public speakers.

The clothes one wears to a public speaking event as a speaker, affects one's credibility as a public communicator.

Preening and grooming constitute clothing in communication arena. Both must be attended to as part of the overall personal appearance if one is to be perceived a credible speaker.

Remember, public speaking is not about you. It is all about the audience

A public speaker must be seen to be sensitive and adaptive to the expectations of the audiences.

The public presenter of ideas must be seen as credible, approachable, clean, knowledgeable about the topic, the audience, the situation, and be appropriately attired for the occasion.

You must dress to match the event and the message. Your message must be congruent with the event.

I have concentrated on clothing as a metaphor to all other accessories we use to adorn our outside selves while appearing in the public.

You may choose to look at all others like earrings, bangles, bracelets, cosmetics, perfumes, make-ups, shoes, scarves, eyeglasses, etc.

They all come under clothing for me in this article.

A caveat: We are not always what we appear to be in our clothes. I have seen a well-dressed homeless man. I have also seen a janitor in three-piece suit. The occasions may demand of us to dress the part, without necessarily being a part.

Humans evolved to compare and contrast as this was a way for them to make sense of the world around them. One of the biggest instruments for comparison is appearance. In the 21st century work place, appearance and grooming play a number of roles including ensuring your visibility at work, being nominated for various roles among others.

Good grooming and appearance are skills which can be developed just like other life skills. To get ahead, you must become intentional and deliberate about your appearance and grooming. At all times, strive to maintain a positive non defeatist posture, look clean, wear fitting apparels and you will start seeing that you stand out through the non-verbal cues you perceive from others.

Always understand that your appearance and grooming impacts how people perceive you!!!

Kindly share your thoughts on this that I may learn from you as well. Happy reading!!!

Effect of Tech on Communication

05 October 2021 00:39



[Krishnaraj] Essay on Effect of Tech on Communication

EFFECT OF TECHNOLOGY ON COMMUNICATION

From the dawn of human civilisation, we have invented forms of communication - be it smoke signals or messenger pigeons, or e-mail and Instant messaging apps on the tip of our fingers. People's ability to communicate with each other is a major reason why humans have managed to stick around for so long despite our shortcomings.

The 'Internet', since its globalisation in the early 2000s, has completely altered the idea of communication from what it was a few decades ago. The state of modern technology has allowed us to express ourselves to more people than ever before. The fact that we can instantly contact someone on the other side of the planet, would leave Guglielmo Marconi, the first person to establish radio communication, very pleased and impressed.

The meaning of geographic boundaries has been since been losing its significance as that constraint of nature is easily overcome now leading to flourishing businesses and constantly growing economies. Cooperative communications means have seamlessly shifted from post office boxes to online 'inboxes'. Forms of expression have helped amateurs and the common public

The advent of modern technology has meant strengthened relations, better solutions to our problems, and increased efficiency in quick decision making.

The transfer of knowledge between people has never been faster, easier and more efficient. With the help of softwares like Google Meet, and Microsoft Teams, online schooling has become the new normal. A recent survey published in the Elon Journal suggested 60% of the respondents used their phones for more than 4 hours in a day. This has vastly changed the day to day life of our youth.

We say and hear that technology has brought us closer than ever before; but has it though? We spend so much time looking at screens, that used to be spent looking at faces. This has inevitably reduced the quality and increased the quantity of valued relationships in our lives. The means of communication are higher than before, yet human connection is on an all time low.

It has severely affected non-verbal communication, reduced social interactions, and has also led to the increase in cyber crime, exploiting the very born that the Internet has provided. This advancement, nevertheless, has definitely more merits than demerits.

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Cover Letter

06 October 2021 13:47



[Krishnaraj] Cover Letter

COVER LETTER

16th September 2021

Mr. X, Personnel Manager

ABC Pvt. Limited, 7th Street
Gandhinagar, Gujarat

Dear Sir,

This is with reference to the advertisement given in The Times of India dated 14th September, for the post of technical manager. I would like to apply for the same.

I am excellent in programming, presentations, photography, data science and am well versed with all kinds of softwares. I can type over 100WPM as well as operate all kinds of gadgets.

I am a soft spoken person and am good at convincing people. My other skills include leadership qualities, team spirit and proactive behaviour.

I have attached my resume for your further reference.
Eagerly waiting for an early response.
Sincerely,

Corporate Etiquette

06 October 2021 13:39

Situation

ABC Pvt Ltd is inviting candidates for Internship. We are looking for enthusiastic and talented individuals to join us in our efforts to change the perception. Excellent communication skills, ability to persuade and influence, self-driven and organized and detail oriented. Shortlisted candidate's will have a personal interview. Stipends will be provided. The incumbent has to do the internship in the Technical Department of the company. Knowledge of local language will be considered a plus point, incumbent should have his own conveyance. Interested candidates may apply with their resume to Mister Mahesh Sharma, HR Department within 7 days.

1. Application for Internship

2. Accepting the Internship



Application for internship title

First para write the things that they want

Second para write more about yourself, and some other good things about you, like you know local languages and stuff. And that you have your own conveyance and stuff.

Waiting for favourable reply

Attaching my resume for your reference

Regards

name

Write on ruled paper both sides.

Email format

To _____

Subject _____

Dear sir/madam

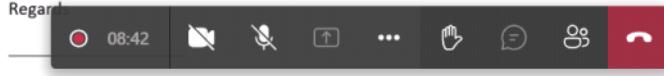
For the Second Email.

Acceptance letter title

Thank you for the honour, I am looking forward to working with you.

Regards

Name



109054. Krishnaraj Corporate Etiquette

Application for Internship

To : mahesh.sharma@gmail.com.

Subject : Application of Internship at ABC PVT LTD for
Technical department.

Dear Sir

With reference to an advertisement about internship in the technical department of your company, I would like to apply for the same. I have excellent communication skills, an in-depth technical knowledge, and am well versed in all common programming languages. I am a detail-oriented, organized and disciplined person. I am fluent in English, Hindi and Gujarati, and also have my own conveyance.

I am a soft spoken person and have excellent persuasive ability. My other skills include leadership qualities, team spirit and proactive behaviour.

I have attached my resume for your future reference. Looking forward to a favourable reply.

Regards,
Kishnulaj PT.

Acceptance letter

To : mahesh.sharma@gmail.com
Subject : Acceptance of Internship for Technical department

Dear Sir

Thank you for the honor. I am extremely grateful and looking forward to working with you.

Regards,
Krishnaaj P.T

Introduction

04 October 2021 21:29

Effective Communication - First Class

divided into cca, lca

Theory : (CCA)

1. Class Assignment 1 and 2 are both of 5 marks each.

In this we will get a question or a statement or something, and then you have to prepare paras on it and stuff, it has to be correct and stuff. No mistakes and stuff.

AND ITS GODDAM HANDWRITTEN MAN WTF, fullscape paper and stuff, good handwriting.

you also have to be bibliography. It has to look good as well, like the paper and stuff.

She said its aim is to hone our skills. Writing is NOT GOING TO HELP THAT MAMMM

GODDDD, this makes me question the College

1. Mid Term : (15) There are 3 units. and then she will ask MCQ questions.

2. Group Activity (20): Make groups of 4 or 5 They will give case study or some other complete garbage. Or a survey sheet. They are authentic stuff of some company or something. Only 1 answer sheet from each group. In case study, you will have quezstions that you will have to write the answers to, but just one copy. For survey, we need to make a ppt on the spot by studying teh statistics and stuff. in an hour. Man its fucked up. I wanna do this ppt thing alone. Unless I am the leader which will be fine. Otherwise its going to be hardddddd. If one person gets less, each gets the same marks. Whch is even more fucked up. So my leader sucks, group sucks, I suck. Absolute Garbage. Even this absolute bullshit we have to write. zero error.

3. Class Attendence. (5)

And this shit is supposed to hard as hell. she really leans on the no error thing. One mistake and its done.

And we have to pass EC. Theory and Practical

Practical (LCA) :

1. SWOT Analysis (report): on self.

nothing much, just more bullshit.

The beauty of this practical is you will come to know what your personality is made up of.

Second thing is that you will learn to answer some basic hr questions. Strengths weaknesses and stuff like that. Things that they ask during HR Interviews. Placement questions.

They will teach report writing, the general universally accepted kind.

All this will happen in 1 practical.

RUBERIK : is also there which is a regulation, in case say you have to submit pracs today, and say you cant, but you give it tmro, each day there will be negative marking. Its a way teachers asses their stuff.

And this has to be Zero Error for God Sake.

Such bullshit man, no one does this in companies. WE TYPE MAM WE TYPE.

Am gonna have to buy some serious stationary.

Everyone Really leans on Assignments.

2. Public Speaking (2nd Prac) : Select a topic that is close to you, and you can talk about it. You can select everything, and then study on the spot, and she will give the format, and you will have to speak and stuff. the intro conclu kind of thing. Content matters here, quality matters as well. This will all take place within the class. This whole thing will be out of 5 Marks. One class.

3. Review Writing : You have to read something, take anything english from youtube or something, and you have to read it. TED talks and stuff. You have to listen basically. She just said read, but then now she says listen. So like you will listen to something, and then you will write some final copy and submit it. Zero error bullshit included ofcourse.

4. Cover Letter another 5 marks. They will teach format and stuff. Another bullshit handwritten thing.

Resume which she doesnt know how to pronounce The english teacher doesnt know how to pronounce it. Man cmon.

5. Coopreorate Etiquette. (internship) You have to write email writing and that sort of thing. Application acceptance and stuff.

6. GD Minutes of Meeting. There isnt much about this, they will play some video, and then you just have to write the synopsis orsomething, as if someone told you to do that. THIS WILL BE A WORD FILE FOR GOD SAKE. THANKS.

7. Documentary Film (10 Marks) : 5 Mins. This one is a fuck, its a group activity. 4 or 5 members. i hope 4. You have to make a short documentary. It'll be fun tho. We will have 2 or 3 weeks for this so it'll be fine.

8. Action plan is another thing : You aren't given marks on this.

Class Attendence 5 marks.

Confusing Words

04 October 2021 21:39



confusing words

Confusing words

THE WORDS EITHER LOOK ALIKE ,SOUND ALIKE OR WORST OF ALL LOOK AND SOUND ALIKE BUT HAVE COMPLETELY DIFFERENT MEANINGS

Its ,it's

Its -belonging to or associated with the thing previously mentioned or easily identified
for example –'Turn the camera on its side'.

It's –when the word is a contraction of 'it is' .
For example -'It's difficult to say'.

loose ,lose

Loose – not tightly fixed in place, detached or unable to be detached
For example – 'I have loose change with me'.

Lose - loss or no longer have ,stop having ,be deprived of .
For example - 'He's losing a lot of blood'.

enquiry ,inquiry

Enquiry –a question which you ask in order to get information.

For example –He made some enquiries and discovered that his friend had gone abroad.

Inquiry – asking questions for investigating.

For example –The inquiry found evidence of serious misapplication of funds.

stationary ,stationery

Stationary –adjective ; motionless, at a standstill,uniform,undeviating

For example –a stationary vehicle ,a stationary population.

Stationery – writing and other office materials.

For example –a range of stationery

emigrate, immigrate

Emigrate-Leave one's own country in order to settle permanently in another.

For example –My parents emigrated to Australia.

Immigrate – Come to live permanently in a foreign country.

For example-My German friend immigrated to India .

disinterested ,uninterested

Disinterested –Not influenced by considerations of personal advantage.

For example - A banker is under an obligation to give disinterested advice.

Uninterested –Not interested in or concerned about something or someone

For example – I was totally uninterested in Athletics.

principle, principal

principle – A mental truth, a proposition that serves as a foundation for a system of belief or behaviour .

For example- The basic principles of justice.

principal-

as an adjective –First in order of importance ;main,chief,primary,most important, original sum invested

For example -The country's principal cities or The principal amount of your investment.

as a noun –The most important or senior person in an organisation or a group.

For example –The Principal of the school.

breathe , Breath

breathe - Inhale and exhale, respire ,draw breath .

For example- Adult amphibians also breathe through the skin.

breath -The process or act of breathing.

For example -I was gasping for breath.

farther ,further

Farther- A great distance.

For example -my house is farther down the lane.

Further –Additionally ,to a greater extent ,promote, develop ,stimulate etcetera

For example -Cook for further 10 minutes .

He had depended using them to further his own career.

effect , affect

effect - a change which is the result of an action

For example -The effects of hard drugs.

affect – have an affect or to influence

For example -The dampness began to affect my health.

compliment, complement

compliment - a polite expression of praise or admiration.

For example -He complimented on the food.

complement – interdependent, supportive

For example – They have different but complementary skills.

advice , advise

advice – Guidance or recommendations offered with regard to future action

For example -My advice is to see your doctor.

advise – offer suggestions, offer opinions

For example - My lecturers advised me about the application process .

Compose ,comprise

Compose -to write or create

For example - He composed the first violin Sonata 4 years earlier

Comprise -made up of ,consist of

For example -The country comprises 20 states .This breed comprises of 50% the cattle population.

allusion, illusion

allusion-An expression or a design to call something to mind without mentioning it explicitly, an indirect passing reference.

For example - An allusion to Shakespeare.

illusion –Mirage, fantasy ,imagination .

For example -The magical illusion is created using mirrors ,lights and paint.

amongst , among

amongst - In the middle of ,More commonly used in Britain.

among -In the middle of ,more commonly used in USA.

assure, insure, ensure

assure- convince, satisfy ,persuade

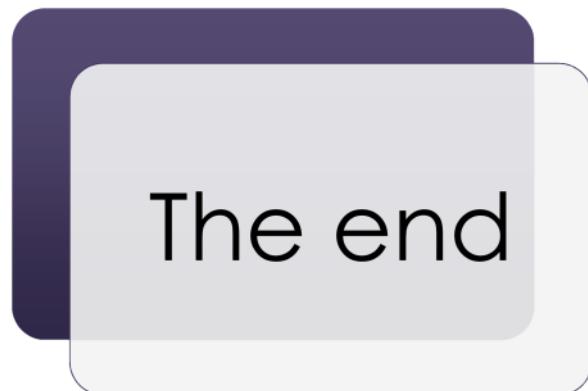
For example -Victory was assured .

insure - insurance

For example -We insured the house.

Ensure - to make sure of

For example -I ensured that everybody has enough food to take with them .



The end

Idioms

1. Put your foot in your mouth - do something tactless or embarrassing
2. Stick in the mud - a person who is dull and resists change
3. at sixes and sevens
4. a lady killer
5. give a peace of one's mind
6. Dog in the manger - A possession that would be of use or value to others but who prevents others from having it.
7. The cat is out of the bag - a secret is revealed
8. A bull in a china shop - A person who breaks things or makes mistakes causes damage in situations that require careful thinking or behaviour.
9. Hit the bullseye: To do something just right.
10. putting the horse before the cart : Doing things in the wrong order
11. Fish out of water: A person who is uncomfortable in a situation.
12. A guinea pig: Meaning someone or something used as a subject or experiment
13. raining cats and dogs : heavy rain
14. to shed crocodile tears:
15. A storm in a teacup - having great excitement about a trivial matter
16. Ace up his sleeve - A secret advantage specially something tricky that is kept hidden until needed.
17. Butterflies in the stomach - To be really nervous and anxious.
18. Back seat driving - Someone who gives unwanted advice.
19. A white elephant - A possession that is useless or troublesome specially one that is expensive to maintain and difficult to dispose of.
20. a bolt from the blue = A sudden unexpected event.
21. A shot in the arm : An encouragement or a boost.
22. Water it down - To reduce the effectiveness
23. face the music - Suffer the consequences
24. The buck stops here - To make the decisions and accept the ultimate responsibility for those decisions
25. Call a spade a spade - To speak plainly without softening the hard realities of the truth.
26. Take a back seat - To occupy an inferior position and allow another to be in control
27. The black sheep - A member of a family who is regarded as a disgrace to the family.
28. A couch potato
29. keeping boyd and soul together
30. beat around the bush
31. at the 11th hour
32. Pull someone's leg to tease someone
33. Cat among pigeons: A disturbance caused by an undesirable person from the perspective of a group.
34. Cock and bull story: A fake story or made up story.
35. See eye to eye. to view something the same way as other do
36. give someone the cold person: to ignore someone intentionally.
37. The Last straw- the last in a series of unpleasant events that finally makes you feel that you cannot continue to accept a bad situation
38. Stealing or setting someone's Thunder - stealing the spotlight or attention from someone else
39. Nip something in the bud - stop something at an early stage.
40. Devil's advocate - a person who expresses a contentious opinion in order to provoke debate or test the strength of the opposing arguments.
41. A penny for your thought - ask someone what they are thinking.

I was told to write a bunch of idioms, some of which I had never heard, their meanings and those words was all at sixes and sevens. After learning them, I would have made the sentences pretty quick, but I didn't wanna put my foot in my mouth. More and more people have begun using these idioms nowadays except ofcourse the sticks in the mud who refuse to expand their vocabulary.

My friend has actually already written examples for all these idioms, if he just sent it to us, we could have told our Mam, but he just won't send them and is a real dog in the manger. He wants us to get embarrassed and act like bulls in a china shop.

The principal has just called me and my friends to his room. We had to organize the main event that day, and we really pulled horses before the carts. We obviously didn't wanna go there, we would be like fishes out of water. So they sent me in a guinea pig. It was raining cats and dogs outside, and the weather was also against us. So they sent me as a guinea pig. The principal forgave me as he couldn't see through the crocodile tears I shed that day in his office.

No I said I won't be the only guinea pig to his office. I took my friend with me and we both walked through the corridor with butterflies in our stomach. It was raining cats and dogs outside. I had already made the plan, but my backseat driver friend kept giving me useless advice. We reached the office and my principal was a storm in a teacup. WE hadn't messed up that bad. But worry not I said, My crocodile tears were an ace up my sleeve.

Every time I made a mistake my mother always called a spade a spade for me. She taught me to take a back seat when my peers would excel, but also taught me never to become the backseat driver.

Communication Process

04 October 2021 22:35

Communication process

Elements :

1. Sender
2. Receiver
3. Message
4. Medium
5. Feedback

This is always happening all the time in various ways.

There are always only 5 elements of communication. There are a lot mentioned in the book, but this is the most fundamental basic thing in communication.

What are the responsibility of a sender ?

You need to have straight forward communication

1. Have a clear idea of what you are about to say
2. Use Clear and simple language
3. Be fluent in the communication language
4. Use the relevant words
5. Use a vocabulary that the receiver can understand
6. Proper Intenation
7. Try to Maintain Eye contact and a topic relevant body language
8. Use Proper grammar.
9. Do not make very complex sentences
10. Be interested in the topic.
11. Be confident
12. Be sensitive, and do not offend others, watch your words
13. Know about your audience.
14. Etiquettes
15. Be Polite
16. Try to be interactive
17. Use Ice breakers when necessary
18. Paralanguage : Reading between the lines. The feeling that you get when listening to someone. The subconscious skill of understanding more than what is said. Plays an important role in communication.

Communication paper and mcqs will be application oriented.

eg. You go to a village, and you are supposed to impart some information. They are deeply cultural,

How will you communicate?

Ans. Hire a local translator

Responsibility of a Receiver in communication :

1. Pay Attention to the Sender
2. Respect the Sender
3. Listen (a deliberate effort done by the Receiver) instead of hearing (Not deliberate effort)
4. Politely Address communication issues with solutions instead of complaining
5. Give time for the sender to complete his points
6. Avoiding Pre-Judgement, prejudice, or bias.
7. Paraphrasing : Repeating Everything that you have understood from the sender is called paraphrasing. The use is that if there is any gap in the information, it can be filled.

Message :

How should your message be so that It is understood well?

1. Be to the point, dont beat around the bush
2. Be highly informative.
3. Talking about one point at a time
4. Message must be relevant to the discussion
5. Relatable
6. Not writing opinions
7. Never get personal.

You have to invite the principal to your place for dinner. How will you do it?

The important points are :

1. Who
2. When
3. What
4. How
5. Where

What is Communication?

"Communication is a means by which a thought is transferred from one person to another".

Communication Process:

Communication is a process which consists of events or phases that are linked together. Whether you are writing, speaking, listening or reading all these phases are present in the communication process. The process of communication can be divided into five phases; they are:

1. The sender has an idea
2. The idea becomes a message
3. The message is transmitted
4. The receiver gets the message
5. The receiver responds and sends a feedback to the sender

Feedback

Sender----- medium----- Receiver

Noise

Communication Barrier:

During the process of communication- i.e. Translating the idea into message and sending it to the receiver, there are barriers can give rise to misunderstanding in communication.

Barriers can arise while the message is being developed, transmitted, received or processed.

They are as follows:

1. Problem in developing the message
2. Problem in transmitting the message
3. Problem in receiving the message
4. Problem in understanding the message

Communication skills:

The ability to convey or share ideas and feelings effectively is known as communication skills.

There are four types of communication skills:

- i) Verbal communication; seems like the most obvious of the different types of communication.
- ii) Non-verbal cues; non-verbal communication provides insight into a speakers word choice.
- iii) Visual communication
- iv) Written communication

Business Communication

Business communication is the branch of general communication which is especially concerned with business activities.

When communication takes place among business partners concerning business affairs or business related issues it is known as business communication.

According to Berner, "Business communication is the expression of channeling, receiving and interpreting of ideas in commerce and industries".

The skills under the Business communication, that requires attention are; Oral presentation, Memo writing, basic grammar, informational report writing and analytical report writing.

Developing communication skills amounts to developing visual skills, written skills, spoken skills, and reading skills.

Business communication encompasses a variety of topics, including marketing, branding, customer relations, corporate communication, interpersonal communication, employment appointments, online communication, and event management etc.

Assignment:

- 1. Explain the concept of communication**
- 2. Explain the process of communication**
- 3. Explain barriers of communication**
- 4. What is business communication?**
- 5. What are the scope of Business communication?**

Listening Styles

04 October 2021 23:58

Ineffective listening styles

1. The "Missing an action" listener:
 1. This is typically a passive or detached listening style. These listeners are physically present but mentally or intellectually absent.
 2. They may be preoccupied with personal issues or at times they even look as if they are in a trans. It is obvious that they are disengaged from what is being said. there is total lack of reception of message, and not lack of comprehension.
 3. It is as if communication does not exist. It is not the question of misunderstanding the question, it is just that you don't hear it.
2. The *Distracted* Listener: This is a dysfunctional style of listening because the listener is actively involved in his or her more immediate concerns. You will find that they are doing more than one task at a time.
 1. They normally appear to be engaged in the process of listening by constantly nodding in agreement or using appropriate verbal ques.
 2. This is dishonest in as much as it is intentional distortion
 3. The only goal in this is to bring the communication to an end.
3. The *Selective* Listener : In this style of listening, the listener listens only to which he or she conforms with.
 1. These listeners shift through the message to glean or get information to support what they already think hearing only what they want to hear.
 2. They ignore information that does fit their preconceptions.
 3. It is an arrogant listening style and should be avoided.
4. The *Contentious* listener A contentious listener is one who uses a combative aggressive listening style.
 1. This type of listening is also described as *listening with a chip on your shoulder*
 2. These listeners are always on a war path and listen only to find points of disagreement
 3. They listen only to reject not to actually process the entire message.
 4. They are determined to disagree.
 5. You can become the contentious listener when listening with your emotions such as fear anger jealousy resentment etc. often result in *combative listening patters*.
 6. It is a reactionary listening

Effective listening styles

1. *Content* listening: the goal is to understand and retain information by the speaker.
 1. Information flows from speaker to you. Your job is to identify the key points. You have to listen for transitions, preview, summaries, and enumerated points.
 2. In your mind you create an outline of the speakers remarks. Afterwards you silently review it. You may take notes but ideally you concentrate on the key points. It does not matter whether you agree or not, only that you understand.
2. *Critical* Listening :
 1. the goal is to evaluate the message at several levels.
 1. The logic of the argument,
 2. strength of the evidence,
 3. validity of the conclusion
 4. The speakers intention and motives
 5. The omission of any important or relevant points.
 6. Reserve judgement until the speaker has finished
 2. The whole objective is to uncover the speaker's point of view.
3. *Empathic* listening: The goal is to understand the speakers feelings, needs and wants.
 1. By listening, you help the individual in dealing with his or her problem.
 2. You may be tempted to give advice, please do not. Try not to judge the rightness or wrongness of the individual's feelings. Just let him speak.
4. *Active* listening:
 1. It involves what is being said as well as what is not being said.

Picture yourself in 5 situations

1. A prayer meeting - Content listening
2. An official meeting with your boss at an appraisal (a type of feedback given to you quarterly) - Critical or Active listening
3. College principals talk on independence day - content
4. A friend narrating an accident he had on his way to your house. - empathic listening
5. An interview with your favourite actor - critical or active



The Effective and Ineffective listening styles

The Effective and Ineffective styles of Listening:

Ineffective Styles of Listening: There are at least four ineffective styles of listening. The ineffective styles of listening are counterproductive or can be dysfunctional they are:

- a) The “missing –in-action” listener
- b) The “distracted” listeners
- c) The “selective” listeners
- d) The “contentious” listeners

a)The “missing –in-action” listener

This is typically a passive or detached listening style. These listeners, although physically present, are clearly mentally or intellectually absent. They may be preoccupied with personal issues, and at times appear to be in a trance (blank look). It is obvious that they are disengaged from what is being said. It is a state in which

there is total lack of reception of message, and not lack comprehension.

b)The “distracted” listeners:

This is an active dysfunctional style of listening. It is active dysfunctional because the listeners is actively engaged in his or hers more immediate concerns, which makes the listening ability dysfunctional. You will find them doing two or more things at the same time.

c) The “selective” listeners:

In this style of listening, the listener’s listens only that which confirms to previously determined opinions and positions. These listeners shift through the message to glean information to support what they already think, hearing only what they want to hear. They are not listening to the total message, but selecting only that part of the message that would validate their own

beliefs. They screen out or ignore information that does not fit their preconceptions.

d)The “contentious” listeners:

A contentious listener is one who uses a combative or negatively aggressive listening style. They are described as “listening with a chip on your shoulders”. These listeners are always on a warpath, and listen only to find points of disagreement. They listen only to reject, not to actually process the entire message.

They are determined to disagree. You may offer five points, out of which four points would be of mutual agreement, but one point of disagreement is what the “contentious” listeners would focus-on, that would be the point of contention. Disregarding any area of agreement, they only wish to focus on areas of disagreement.

Effective Listening styles

Various situations call for different listening skills. The four types of listening differ not only in purpose but also in the amount of feedback or interaction they entail.

They are:

- a) Content listening
- b) Critical listening
- c) Empathic listening
- d) Active listening

All four types of listening can be useful in work related situations. Regardless of whether the situation calls for the content, critical, empathic, or active listening skills, It is essential to develop them to be effective listeners.

a) Content listening

The goal is to understand and retain information by the speaker. You may question, but basically, information flows from the speaker to you. Your job is to identify the key points of the message, so you concentrate and listen

for clues for its structure; preview, transition, summaries, and enumerated points, in your mind, you create an outline of the speakers remarks, afterwards you silently review what you have learnt . You may take notes, but you do this sparingly so that you can concentrate on the key points, it does not matter whether you agree or disagree, approve or disapprove; only that you understand.

b)Critical listening:

The goal is to evaluate the message at several levels; the logic of the argument, strength of the evidence, and validity of the conclusion.

The implication of the message, for you and your organisation, the intensions and motive; the omission of any important or relevant points. But observing information and evaluating it at the same time is difficult, therefore, reserves judgments until the speaker has finished. Critical listening generally involves interaction as you try to uncover the speakers' point of view.

c) Empathic Listening:

The goal is to understand the speakers' feelings, needs, and wants in order to help solve a problem. The function of the message is only to act as the vehicle for gaining insight into the persons psyche. However, your purpose is not really to "solve" the problem. By listening, you help the individual vent the emotions that are preventing him/her from dispassionately deal with the problem. You may be tempted to give advice, but do not do it. Try not to judge the righteousness or wrongness of the individual's feelings. Just let the person talk.

d) Active Listening:

The goal is to appreciate the other person's point of view, whether or not you agree. This is done in the manner psychiatrist deal with patient.

Psychiatrist Carl Rogers developed the technique to help people resolve their differences.

How it works; before you can reply to another person's comment with your point of view, you must restate the ideas and feelings behind the comment to the other person's satisfaction. You go back and forth this way, until each of you understand the others position.

To put it differently, active listening involves listening to what is said as well as that which is not said. That what is not said should be made clear to the other person by spelling it out.

This would enable both the communications to become acquainted with each other's background and thus message would be clearer. This is so because the words that we use in our communication are mere indicators of our ideas and feelings. When these indicators are explained the communication is less prone to misunderstanding.

-----x-----x-----x-----x



Cross Cultural Communication

It includes overcoming language differences and respecting differences in cultures of the people involved.

It is defined as a way of life of a group of people. They stereotyped patterns of learning behaviour, which have been handed down from one generation to next through means of language and imitation

Modern definition : Culture is "the shared ways in which groups of people understand and interpret the world"

Problems of Cultural Differences

1. Culture is often improperly assumed to be the cause of miscommunication (eg. Arrogance, Prejudice, Insensitivity etc). Overgeneralising the practices within a culture.
2. "Latin Americans do this" or "Arabs do that" or stuff like that
3. People view their own culture as normal, and that of others as peculiar, bad or wrong. This is called Ethnocentrism
4. Two dimensions that really impact communication is :
 1. Body Positions and Movements
 2. Views and Practices which affect human relationships (Time, space, intimacy and so on)

Body Positions and Movements

- Squatting seen as primitive
- Asian- Fast, short steps vs Europeans-long strides
- Bowing may be interpreted as subservient
- Standing up not followed equivalently by all cultures
- The two fingered 'victory' sign has a different meaning in Australia.
- The 'ok' sign is terribly rude in Russia, Germany, Brazil and in countries from Nigeria to Australia. This sign in Japan means to bribe.

Eye Movements

- North America - look over the heads of the audience but maintain eye contact during formal speeches.
- Indonesia - looking directly at elders or people in higher positions would mean disrespect.
- British and Germans - less rigorous.

Touching and Handshakes

- Chinese - do not like much touching, their handshakes may be perceived as weak.
- Other cultures - Touching will give you full embraces, kisses to nose rubbing.

Smiles

- These are viewed positively in most situations
- Notably African cultures - considered weakness while bargaining
- Receiving gifts and touching with left hand - serious breach in some Muslim Countries
- Chinese and Japanese expect unique, thought out expensive gifts.

Views and Practices concerning factors of human relationships

Different attitudes of different cultures can affect the human relations greatly.

Major factors - Time, space, odors, frankness, values and expression of emotions.

Time

- Asians, Middle East - Polychronic, viewing time in a more relaxed way.
- Westerners - Monochronic, they plan their time effectively

Space

- North Americans - 2 feet, personal space as a right and respect it.
- Other cultures- view space as belonging to all and hence don't mind jostling

Relationships

- North Americans - Frank, blunt and to the point in their relationships
- Germans, Israelis - even more frank than Americans

Relationships of employers and employees

- North America - Hire and fire
- Japanese - Lifetime

Values

- Americans - Hard work ahead of pleasure
- India - Spiritual and relaxed

Expression of emotions

- Asians - strongly frown on public display of affection
- Westerners - more open
- Laughter - Japanese - controlled behaviour

Problems of Communication

- Communication problems are caused by the existence of more than 3000 languages on earth. Differences make equivalent translations difficult. Eg. Florist, supermarket, no word to distinguish chairman or President in Spanish, efficiency, challenge and having fun has no equivalent word. Italians have nearly 500 words for types of Pasta.
- Two word verbs are difficult for non natives to understand.
- Culturally derived words especially slang cause problems so avoid slangs.

- Colloquialisms also cause problems
- Use these words in everyday language but in cross cultural communication.

Q and A on Types of Communication

05 October 2021 00:05

Answer these questions.

Q1. Identify the different forms of communication that you employ in your daily life and conversation.

A. On a day to day basis, I employ verbal communication with my family and neighbours through direct face to face discussions. I also communicate via phone calls with friends. I also inevitable use non verbal means of communication through body language and gestures with my family, and use written means of communication with most friends and classmates through texting and instant messaging apps.

Q2. State the type of objectives of communication for the following instances.

1. Insubordination - Negative communication
2. Animosity - Negative Communication

Q3. What kind of technology for the following types of situations?

1. Reporting to your boss that you are unable to attend work - Official Email, Phone call, Text etc.
2. General information to be given to all employees of your organization - Digital (intranet) or physical paper - Circulars or Notices. Intranet is feasible if available, and circular is the only option otherwise, given the presence of a large number of colleagues.
3. Interviewing a candidate for your department who is living in another city - Video Conferencing, as you need a face to face discussion to take important decisions about a person. Skype etc
4. Executives communication while travelling - Phone calls for minor passing of orders and information, Video

conferencing for Discussions, meeting and decision making process. An executive's orders are best understood through his vocal tones and form of verbal communication, non verbal means could lead to unnecessary confusion.

telephone, skype, whatsapp etc also

True or false

1. All orders are not instructions, but all instructions are orders - True
2. Human Communication is more non verbal than verbal - True
3. In determining one's communication skills, audio and video is better than email - True

1st slide write name and roll number and all

Last slide is thank you

Only 5 are there

Just present the entire prez of those 2 pages into 3 slides.
just make 5 slides.

Culture

14 October 2021 13:59



Culture

Culture, Multi culture, cross culture and East versus West

First let us see, what is culture, multi culture, cross culture and importance of culture in a professional or Business situation.

Culture: is the behaviour and norms found in human societies.

Culture is considered a central concept in anthropology, encompassing the range of phenomenon that is transmitted through social learning in human societies.

Multiculturalism: is the coexistence of diverse cultures, where culture includes racial, religious, or cultural groups, and is manifested in customary behaviors, cultural assumptions and values, patterns of thinking and communication styles.

Cross culture: Dealing with or offering comparison between two or more different cultures or cultural areas.

How to communicate with people from other cultures?

One may never completely overcome linguistic and cultural barriers or totally erase ethnocentric tendencies, but you can communicate effectively with people from other cultures.

The best way to prepare you to do business with people from another culture is to study their culture in advance. If you plan to do business repeatedly, learn the language. Even if you transact business in English, you show respect by making an effort to learn the local language.

Concentrate on learning something about their history, religion, politics, and customs, but don't ignore the practical side of life.

Seasonal business travellers suggest the following:

- i) In Spain, let a handshake last for five or seven strokes, pulling away too soon may be interpreted as a sign of rejection. In France, however, the handshake is a single stroke.
- ii) Never give a gift of liquor in Arab countries.
- iii) In England, never stick pens or other objects in your front suit pocket; doing so is considered awkward or clumsy.
- iv) Allow plenty of time to get to know the people you are dealing with in Africa. They are suspicious of people who are in a hurry. If you concentrate solely on the task at hand, Africans will distrust you and avoid doing business with you.
- v) In Arab countries, never turn down food or drink, it is an insult to refuse hospitality of any kind. But don't be too quick to accept, either, A ritual refusal ("I don't want to put you to an trouble") or "I don't want to be a bother".
- vi) Stress the longevity (age, span of life) of your company when dealing with the Germans, If your company has been around for a while, the founding date should be printed on your business cards.

Handling Written Communication:

Intercultural business writing falls into the same general categories as other form of business writing.

Unless you are personally fluent in the language of the intended readers, you should write your letter in English or have them translated by a professional translator.

If you and your reader speak different language, be especially concerned with achieving clarity.

Some useful tips for written communication:

- i) Use short, precise words that say what they mean.
- ii) Relay on specific terms to explain your points. Avoid abstraction altogether, or illustrate them with concrete examples.
- iii) Do not use slang, jargon, and buzz words. Such words rarely translate and also avoid idioms and figurative expressions and acronyms. These may lead to confusion.
- iv) Construct sentences that are shorter and simpler than those you use when writing to someone fluent in English.
- v) Use short paragraph, each paragraph should stick to one point or topic and no more than eight lines to ten lines.
- vi) Use numbers, visual aids, and pre-printed forms to clarify your messages. These devices are generally understood in most cultures.

Handling of oral communication:

Oral communication with people from other cultures is more difficult to handle. Some transactions cannot be handled without face to face communication.

When engaging in oral communication, be alert to the possibilities for misunderstanding.

Be conscious of the non-verbal message that you may be sending or receiving.

To overcome the language and cultural barriers, follow these suggestions:

- a) Keep an open mind. Don't stereotype the other person or react with preconceived ideas. Regard the person as an individual first, not as a representative of another culture.
- b) Be conscious of the others custom. Expect him or her to have different values, beliefs, expectations and mannerisms.
- c) Try to be aware of Unintentional meanings that may be read into your message. Clarify your true intent by repetition and example.
- d) Listen carefully and patiently, if you do not understand a comment, ask the person to repeat it.

- e) Be aware that the other person's body language may mislead you. Gestures and expressions mean different things in different cultures. Relay more on words than on non-verbal communication to interpret the message.
- f) Adapt your style to the persons. If the other person appears to be direct and straightforward, follow suit, if not adjust your behaviour to match.
- g) At the end of the conversation, be sure that you and the other persons both agree on what has been said and decided. Clarify what will happen next.
- h) If appropriate, follow up by writing a letter or memo, summarizing the conversation and thanking the person for meeting with you.

X-----X-----X-----X-----X-----X-----X

The East versus the West

Anyone who wants to deal with people from a particular country should prepare themselves by studying its culture and history, so that they can avoid at least the more serious problems of communication.

We shall consider some fundamental Indian values and compare them with western ones.

Primarily, because we have to communicate with them, since they control the world trade.

They control money matters, they control science and technology. They set the rules for the world and we have to play by their rules.

There another reason why we should take western culture seriously, western values is being adapted all over the world. The rest of the world is exposed to them through electronic media that is totally dominated by the west, and their multinational companies.

However it must be remembered that the west is not one whole culture, with uniform values. There are one many countries, cultures, languages, and people that makeup what we call as the west. There are differences, yet there are similarities that bind them together. For instances, America and Europe are westerners yet they are different in many ways. Hence, it is important that we make proper distinction and avoid over generalizations and simplifications.

Forms of Communication

14 October 2021 13:59



Forms of Communication

Forms of Communication

Written Communication

Verbal (oral) Communication

Non- Verbal Communication

Written Communication

- When exchange of opinions is in a written form, rather than by spoken words, it is known as written communication.
- Written communication includes reports, letters, circulars etc.
- The choice of words should be such as to convey a specific meaning and not confuse the reader with multiple meaning.

- As far as possible, message should be in short sentences so that the receiver has no difficulty in finding the true meaning of the message.
- situations and documents are prepared for official use.
- The layout for each document is fixed by custom.
- Letters, memos, notices, circulars, reports, telegrams, minutes are some of the common documents used.

Merits of written communications.

1. It is accurate and precise:

Written communication is usually formulated with great care. Since written communication is open to verification, and its authenticity can be easily challenged, the communication has to be accurate and factual.

2. It can be referred to repeatedly:

The receiver of written communication can go over the message at any time again in future and refers till he understands the message.

3. It is a permanent record:

Written communication becomes a permanent record of the organisation and can prove very useful for future reference.

4. It is a legal document:

Written communication is acceptable as a legal documents.

5. Facilitates accountability:

If communications are preserved in writing, it is much easier to assign responsibilities.

6. It has a wide access :

It is permanent in nature therefore more number of people will have access to it and for long time.

7. No need for personal contact:

Like oral communication both parties availability is not required at the same time.

Demerits of written communication

1. It is time consuming
 2. It is costly (Management to typist to dispatch)
 3. Quick clarification
 4. No secrecy
 5. Not suitable during an emergency
-

Oral communication/ verbal communication

The communication that is conveyed in spoken form is known as verbal or oral communication

Merits:

1. Time saver
 2. Economic
 3. More effective
 4. Powerful
 5. Quick acknowledgement
 6. Clarity of message
 7. Reliable
 8. Useful in group communication
-

Demerits:

1. Presence of both the parties mandatory
2. Lack of proof

3. Non-availability of reference
 4. Not suitable for lengthy communication
 5. Retention problem

 6. No legal validity
 7. Chance of Mis-understanding
 8. Responsibility cannot be assigned.
-

Non-verbal communication

Non-verbal communication requires serious consideration. It can be defined as the communications that, involves neither written nor spoken words, but takes place without the use of words.

Non-verbal communications are concerned with things such as body movement, space, time, and general characteristics of the environment.

Since bodily movements, gesture etc. is so important for communication , they are being systematically studied as a sub area of non-verbal communication.

Following are the few of non-verbal communication kinesics:-

- a. Body language
- b. Eye contact
- c. Facial Expression
- d. Gesture
- e. Head body shape and posture.
- f. Appearance
- g. Silence

Merits of non-verbal communication

- 1. Reliability
- 2. Quickness
- 3. Economic communication
- 4. Accurate understanding
- 5. Oral communication's meaning is enhanced
- 6. Useful for illiterates- even illiterate people can use non-verbal communication
- 7. Natural way; non-verbal communication is a natural way of communication and hence it is necessary

Demerits:

- 1. Lack of secrecy
- 2. Misrepresentation possibility

3. Physical presence must
4. Applicable only in brief messages
5. Difficult to study: one can understand the gesture only when the receiver knows the meaning of the gesture
6. No proof- it cannot be proved

Body Language

It is important to point out that all bodily movement, posture, gesture etc. are guided by our thought process, emotions etc.

By nodding our head, blinking our eyes, waving our hands, shrugging our shoulder and various other ways, we send out signals and messages that often speak out louder than words.

That is why this area of enquiry has been called 'body language'.

Just as language uses sets of symbols to convey meaning, our body, consciously as well as unconsciously carries messages, attitudes, status, relationship, mood, warmth, positive, negative feelings and so on.
