1) Briefly explain the statement "Don’t

make your listeners strain to hear you." with reference to oral communication:

IF you dont want to make your listeners strain to hear you.You must improve your pronunciation Work on the quality of your voice • Do you sound friendly, alert, or positive? • Do you sound angry, slow-witted, or negative? Use an appropriate pitch to attract listeners. When the voice rises and falls in conversational tones: attractive Flat, monotone voice: boring and ineffectual Moderate low voice: pleasing and professional.Adjust the volume of your voice and your rate of speech • Speak as loudly or softly as the occasion demands. • Don’t make your listeners strain to hear you. • Don’t speak too rapidly.

2) How can you use emphasis to express meaning? Briefly explain with an example:

If you need to emphasize a word or a particular fact in a sentence, you can use italics to stress it. That said, italics and other font changes lose their impact if overused. It is best to use such devices sparingly and rely on strong writing and strategic word placement to get your point across.

3)Briefly discuss how you can offer constructive criticism in the workplace:

Don't focus on the caregiver, focus on the situation. ...

Use “I” language. ...

Give specific feedback. ...

Comment on actionable items. ...

Give specific recommendations on how to improve. ...

Never make assumptions. ...

Be conscious of timing.