**Do for communication**

**Do Be Clear & Direct|:** Say what you need to say. Whether it is spoken or written, ensure your language is clear and unambiguous and your message is directly communicated.

**Don’t for communication**

**Don’t Give More Attention To Cell Phones Than People:** This practice is rude and gives your audience the message that their company is not important. In addition, constant texting, or checking your phone means you are not engaged in your current interaction.

**Do for confidence**

**Do stay positive:**Believe in yourself, remember that you have excellent qualities and abilities.

**Don’t for confidence**

**Don’t be mean to yourself:** Many people are their own worst critics. Recognize and analyze your mistakes, look for things you can improve, but don’t beat yourself up.

**Do for body language**

**Do walk with confidence and with purpose:** You can follow another person’s lead through unfamiliar hallways while still having your shoulders back, head up, and taking even strides.

**Don’t for body language**

**Don’t shuffle when you walk:** Walking with your head down or with a shuffling gait may be appropriate when searching for a book in the library, but it makes you look ineffective or nervous when you walk toward or beside a hiring influencer.