

SESSION - 1

🌀 BODY LANGUAGE

Some Nonverbal cues and their meanings are given below:

| Non - Verbal Communication | Interpretation |
|--------------------------------------|--|
| Facial Expressions | |
| Frown | Displeasure, unhappiness |
| Smile | Friendliness, happiness |
| Raised eyebrows | Disbelief, amazement |
| Narrowed eyes | Anger |
| Blushing | Embarrassment |
| Eye Contact | |
| Glancing | Lack of interest |
| Steady | Active listening, interest, seduction |
| Hand/Arm Gestures | |
| Pointing finger | Authority, displeasure, lecturing |
| Folded arms | Not open to change, preparing to speak |
| Arms at side | Open to suggestions, relaxed |
| Hands uplifted outward | Disbelief, puzzlement, uncertainty |
| Body Postures | |
| Fidgeting, doodling | Boredom |
| Hands on hips | Anger, defensiveness |
| Shrugging shoulders | Indifference |
| Squared stance or shoulders | Problem-solving, concern, listening |
| Biting lip, shifting, jingling money | Nervousness |
| Sitting on the edge of a chair | Listening, great concern |
| Slouching in chair | Boredom, lack of interest |
| Clothing | |
| Business dress | Authoritative, conservative |
| Sloppy attire | Disrespect, lack of responsibility |
| Casual clothes | Relaxation |
| Proxemics (Physical Space) | |
| From physical contact to 18 inches | Intimate space |
| From 18 inches to 4 feet | Personal space |
| From 4 feet to 8 feet | Social space |
| From 8 feet outward | Public space |
| Prestigious titles | High status |

Different kinds of Handshakes

Extroverts have firm, confident grips while shy people and neurotics tend to shake hands softly and gently. There are many types of handshakes you will come across every day, here are a few:



1. The Hand Hug

The hand hug is popular with politicians, it is when they choose to wrap your hand with their left hand creating this warm cocoon protecting your hand. When done to the right person, they are perceived as being warm, friendly, trustworthy and honest. Sometimes this handshake is reciprocated creating a pile of four hands. However, this type of handshake is only done genuinely with people who share close bonds, as similar to hugs. This handshake is seen as an invasion of intimacy when done by people who have just met.



2. Dominator

Someone who displays their palm downwards shows a sign of authority or superiority. Every now and again you will notice someone who likes to shake hands while their hand is on top and their palm is facing the ground. The person moves his hand in a vertical position and, through a twist, it ends up on top of your hand. The person is basically saying: "I'll show you, I am superior!" So beware, and don't trust this person too much.



3. Cold and Clammy

Some of you might have experienced this handshake before, where the person shaking your hand has a cold sweaty palm. Sometimes this is associated with weak characters or lack of energy used by passive or apathetic people. More commonly, this handshake can be found in nervous people.



4. The Knuckle Crusher

The overly aggressive personality type prefer this handshake because they think it displays confidence and power. This is the handshake that makes your knuckles grind each other while shaking. It leaves your hand in numbing pain, after which you dread the moment, you have to shake their hand goodbye again. Depending on the pressure, this handshake is also used by physically weaker individuals. They desire to dominate occasionally out of weakness or fear, that they will be dominated by others if they don't do it first.



5. The Finger Squeeze

If instead of grabbing the whole hand, essentially the palm, you hold just the fingers, This will hurt the other person's hand, especially if he or she is wearing rings. You won't only be able to connect, but you will also hurt the person. If you meet a finger squeezer, try to push your hand further so that the two palms will be in contact. If you know the person well, you may want to show them how to give a good handshake.



6. The Polite Pinch

This handshake won't hurt anyone because the only contact will be a little pinch somewhere on the hand. However, this handshake has no personality, no energy, and it says loud and clear: "Leave me alone, I am not interested in you!" Not the best way to connect and to show how irresistible you are!



7. The Dead Fish

Among all the handshakes, the "dead fish" is the most infamous one. The hand has no energy, there is no shake, no squeeze, not even a pinch, and it gives the feeling you are holding a dead fish instead of a hand. This handshake is a synonym to low self-esteem. It is commonly found amongst inmates and people with very low sense of self. Learning to give a good handshake can go a long way in helping restore self-esteem. The best thing you can do with a dead fish shaker is to teach him how to increase the energy of his handshake.

How to Give a Good Handshake

According to Vedic palmistry, the palm of the hand indicates who you really are deep inside, while the fingers show only what you decide to show others about you. Since a handshake is an exchange of energy between two people, you should make sure that your palms - more than your fingers - connect to each other.



Hold your hand vertically in an L shape

Hold your hand in a vertical position, fingers together, thumb extended and form a L-shape with the rest of your hand. Ensure that your palms connect. Then, you can wrap your fingers around the other person's palm. Your arm should be slightly bent in a flexible position. As you make hand contact, also make eye contact. Don't stare but look at the other person's eyes long enough to see the eye color and remember to smile.



Then wrap your fingers around

Then shake the hand two or three times. Knowing how to give a proper handshake allows you to identify and read other types of handshakes. A proper handshake should last from 3 to 6 seconds. Be equally balanced, meaning each person's hand is vertically side by side, thumbs must be locked around each other's upper hand and fingers should have a firm grip. Always reciprocate the same amount of pressure you are receiving from the other person's hand, and mentally give a calculation from 1 to 10 of what strength they are using, adjusting accordingly.

Activity 1: Different Gestures and Postures

Let's understand what different gestures and postures mean. Each group will be assigned respective images as mentioned below. You have 5 minutes to discuss and write down what you have understood from the given images.

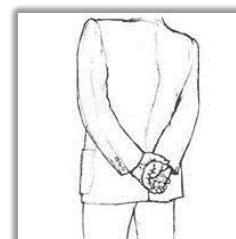
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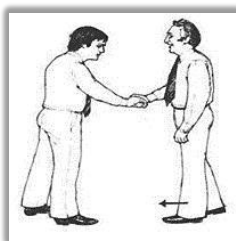
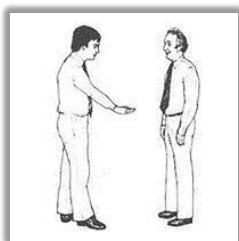
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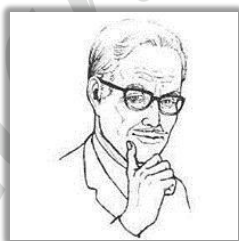
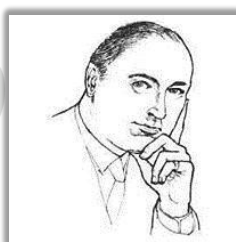
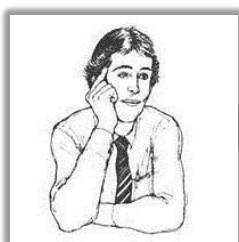
Group - 3



Group - 4



Group - 5



Different gestures while telling lies

Group - 6



Different Sitting Postures

Group - 7



Different Standing Postures

Group - 8



SESSION – 2

☞ GROOMING AND ETIQUETTE

You are your greatest asset. Put your time, effort and money into training, grooming, and encouraging your greatest asset.”-Tom Hopkins

The most obvious and best impression of an organization's image on the outer world stems off from the image presented by employees in that company. Hence it is important that a corporate professional should not just look presentable, but also should be able to communicate and behave in a professional manner.

Conducting oneself in a business-like way in every aspect related to work, in terms of both approach and mind-set, thereby, projecting a personal image of professionalism and effectiveness is what we call a “Working Image”.

Greater awareness of Grooming and Etiquette skills will help the executives to increase their poise and confidence. This will significantly change the impact that they have in any formal, professional and social situations.

Common Business Etiquette

Here are tips for making sure the first impression you make is the right one.

Hair Men

- Keep your hair neatly trimmed and arranged. If you have severe hair loss, consider shaving your head or cutting your hair short.
- Body hair should be trimmed so it doesn't appear above your collar or below your sleeves. If you're wearing an open collar shirt, chest hair should be groomed so that it doesn't stick out.
- Facial hair (including ear and nostril hair) should be neatly trimmed.
- Eyebrows (as in “two” not “one”) should be neatly trimmed.

Hair Women

- Keep hair neatly styled and clean. Avoid dramatic or severe styles that can be distracting or can project an unprofessional image.
- If you color your hair, follow up consistently.
- Eyebrows should be neatly trimmed and shaped.
- Be aware of any facial hair issues and take care of them as needed.

Dental Hygiene

- Always maintain fresh breath.
- Avoid foods with strong odors such as coffee and onions.
- Use mints or a breath spray after meals and before meetings.
- Avoid looking like a cow - never chew chewing gum in the workplace.
- Use whitening toothpaste or invest in a bleaching system to ensure a bright and welcoming smile.

Scent

- Always use deodorant and a strong antiperspirant.
- Keep deodorant or body wipes in your office or workspace.
- If you perspire heavily, keep an extra blouse or shirt in your office so you can freshen up as needed.
- Avoid over-scenting with cologne or perfume (especially to mask body odours). Over-scenting can be just as offensive as unpleasant body odour.

Hands and Fingernails

- Keep nails neatly trimmed, filed, and clean at all time.
- Don't grow fingernails to a length that's distracting or not in synch with contemporary culture.
- Women should wear a neutral shade of nail polish and avoid using embellishments.
- If you're "tough on your hands," and they tend to look calloused, keep moisturizer on-hand so your hands are not abrasive while giving handshakes.

Other 9-5 Grooming Tips

- Unless you work in a tattoo parlour or belong to a "garage band," tattoos should be covered and facial jewellery should be removed at work.
- If you're new on the job, ask if there are workplace policies regarding appropriate attire, facial jewellery, tattoos and other grooming protocol.
- Your appearance is important not only in making the first impression but in building long-term relations that rely upon mutual respect and understanding. By following these simple rules you'll be one step closer to building solid business relationships and (whatever our profession) having the most professional appearance possible.

How To Introduce Yourself

Stand up.

Look the person in to the eye.

Extend your hand for a firm web-to-web handshake. Avoid

- Bone-crushing handshakes
- "Wet fish" handshakes
- Grabbing someone's fingers

Say your name and something about yourself,

"Hello, I'm John Smith. I work in Process Improvement over in Polymers Division."

Greetings

- Respond to a 'How do you do', with another 'How do YOU do', not 'Fine'. And to a 'Thank you', with 'You're welcome', not 'Mention Not'.
- At work, make it a habit to greet pleasantly everyone you see for the first time in the day, particularly subordinate staff. Do not go on an ego trip and wait for others, including juniors to greet you first. Initiate the greeting. Respond to all greetings, especially from juniors, with a smile and pleasant eye contact, and perhaps a brief word.
- Depending on the culture of the company, use Sir, Mr. or first names. If you are a new employee, even when you see others, address senior officers and women by the first name, wait till you are invited to do so, or ask how they would like to be addressed by you. Do not use pet names at work.

Business Introductions

- In business, introductions are based on power and hierarchy.
- Simply, persons of lesser authority are introduced to persons of greater authority.
- Gender plays no role in business etiquette; nor does it affect the order of introductions.
- For example, you would say, "Mr./Ms. Greater Authority, I would like to introduce Mr./Ms. Lesser Authority." However, the person holding the highest rank may not be Mr./Ms. Greater Authority. A client, for instance, always takes precedence over anyone in your organization, as does an elected official. Here are examples of pecking order.

Handshakes

- The more senior and older executives and visitors put their hand out first to shake hands.
- Peers make a spontaneous simultaneous move.
- Both men and women must keep the grip firm, neither crushing nor limp.
- Do not hold the hand too long.

- The more important person signals the release by a slight lessening of the grip. During the handshake, smile and maintain pleasant eye contact.
- In the office, both men and women always rise to shake hands. Ideally, in the office, walk out from behind your desk to shake hands.
- In a social setting, the woman puts her hand out first. She may also remain seated, as may a very old man, when shaking hands with a much younger or equal age person. At a cocktail party, put down, or hold discreetly in the left hand, your drink and cigarette to shake hands. Resume smoking only after the guest has taken a seat or has moved on. In traditional cultures, if a nonsmoking older lady or man converses with you, it is better to put out your cigarette.

Exchanging visiting cards

- World over today, the Japanese style of exchanging calling cards is in practice.
- Hold your card out, so that the writing faces the person you want to present your card to. Hold the card, using the thumbs and index fingers of both hands to grip it at the left and right tops. Bow as you extend the card towards the other person. The more junior bows deeper than the senior does. The receiver takes the card with the same thumb and index finger 'pincer movement'.
- When you receive a card, thank the presenter, but do not put it away immediately in your pocket or wallet. Do not fold or mutilate it. Do not write on it. Do not use it to fan yourself, clean your fingernail or scratch your nose with it. Hold it with respect, look at it with interest, and ask for any clarifications or correct pronunciations. Finally, place it in a proper cardholder.
- If you are in a meeting with up to five or six people, place all their cards in front of you, in the order in which they are seated. As they talk, look at the card to connect the name with the face.

Protocols

- Always use last names with customers unless they are about your age and rank.
- Don't keep customers waiting.
- Escort clients out.
- When someone of higher rank or from outside the organization enters, everyone in the office stands.
- Junior employees stand until seniors sit.

10 Common Etiquette Mistakes

Eating with your mouth open

Eating like an animal is simply one of the worst social mistakes you can make. It graduates from merely a bad habit that reflects poorly on you to something that actively disgusts other nearby people trying to enjoy their food. Women in particular find this awful, and it's one of the most common stereotypes of a hopeless, classless guy. This applies to more than just eating for that matter: The term "mouth-breather" is not exactly synonymous with refinement and social graces, so take your cues from that and ditch this habit as soon as humanly possible.

Grooming in public

Public grooming infringes on our shared social contact; whether you think anyone's looking at you or not, it's simply not OK. Virtually anything that you'd normally go into a rest room to do should be confined to one, including cleaning your ears, clipping your fingernails and anything else related to personal hygiene. An old-school take on this would essentially be to keep your hands away from your face entirely when you are in public.

Being a gym slob

Gym etiquette is pretty simple, but that doesn't prevent every gym from suffering its share of inconsiderate gym slobs. These are the guys who monopolize equipment even if they don't appear to be doing much of anything with it, who drop free weights or duffel bags in heavily-trafficked areas where they are likely to kill somebody, and who cannot understand (or don't care) that leaving sweat on a bench or machine is gross and inexcusable. One over arching rule

will prevent most gym slovenliness: Do not act like you are the most important person in the world. Act like you share this place with a bunch of people who are paying money to use it -because, well, you do.

Talking solely about yourself

Narcissism is not an attractive quality. Yes, there are some guys who can pull off being arrogant and self-absorbed, but this does not give you license to imitate them. Accidentally dominating conversations without intending to come off as self-involved is really no better because the end result is the same. Resist the urge to respond to every sentence with some version of: "Yeah, and here's how that applies to me!" Just be silent for 60 seconds and hear the words people are saying. Then, to top it all off, ask a perceptive question. This is what makes people feel like you care about anyone other than yourself.

Treating service staff poorly

Service staff often make less than the minimum legal requirement because it's assumed that you're going to be a reasonable human being and tip 15% to 20%. It's completely OK to tip less than that figure to indicate that you were unhappy with your service, if it's genuinely justified. It's not OK to avoid leaving a tip because you're cheap or were unprepared for the expense. For that matter, don't send food back for the tiniest mistakes or abuse the staff like they're your servants. Yes, they're required to take this from you, but that's unrelated to the fact that it makes you look like an intolerable person.

Not giving up your seat

In the same way that many rules of etiquette are designed to keep you from being self-centered, the "give up your seat to someone who needs it more" rule is basic human decency and not a discussion about gender politics. Maybe the pregnant woman or frail old lady doesn't technically require your hard-won public transit seat, maybe you had a terrible day, your feet hurts and the bus is packed with lot of people, prepare yourself to give the seat to others.

Being late

People like to feel valued, and if you're looking for a surefire way to indicate that you don't value them at all, go ahead and just fail to show up. You can come in 20 minutes later with a pretty good explanation, but when it comes down to it, the other person is left wondering why he evidently cares more about this relationship than you do. Especially in a professional set up dealing with clients and bosses, being late is a starkly noticeable way to divide the room into capable, considerate people and people who merely have long-winded excuses about cars not starting. Share on Facebook.

Arguing over a check

Here's a simple rule for group dining situations: Prepare to pay an even share, but don't take advantage of that possibility by overindulging. Go into dining situations expecting that some loud guy you don't really like is going to order three \$20 martinis after his steak and expect to split that with you and your sandwich. If this is consistent behavior and it's making you furious, deal with it in a different setting instead of launching into an accusatory check argument right there in the restaurant. Besides, you're paying a small price to demonstrate that you're gracious and magnanimous.

Not removing yourself to take a cell phone call

In almost every social situation, the people who actually share the room with you are owed your attention more than someone, who's just calling or texting. This is especially noticeable and aggravating when at a dinner table or similar personal setting, but it applies to almost any situation while you are in a group / gathering. Even if you're just waiting in line with total strangers, try to keep your phone conversation to yourself as much as possible.

Failing to introduce people

Whether in a professional or social setting, it's always awkward, if you fail to introduce two people when you're their only shared acquaintance. This is really just common courtesy, but if you're called away from the conversation, it also

leaves these folks making strained small talk while not even aware of each other's names. There are technically some agreed-upon rules to making professional introductions (such as saying the name of the professionally superior person first), but none of that is as important as remembering to make the introductions in the first place.

Dining etiquette

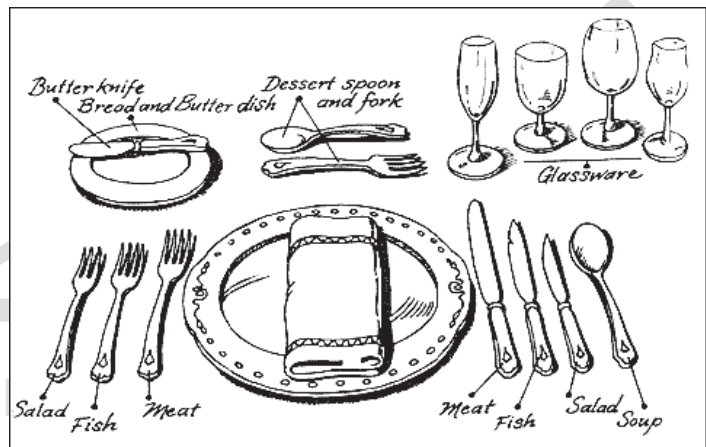
80% of second interviews involve a business meal. Therefore Table Manners is an integral part of etiquettes.

Style Dining

- Arrive on time.
- Wait to sit until host / hostess indicated the seating arrangement.
- Put napkin in lap before drinking or eating.
- Order easy to eat food.
- Don't order the most expensive items on the menu.
- Wait until everyone has been served before you begin to eat.
- Bring food to your mouth – NOT your head to your plate.
- Salt / Pepper pass together.
- Generally pass food to the right.
- Rest utensils on plate while talking.
- Do not talk with your mouth full.
- Do not chew with your mouth open.

Common Dining Etiquette

- Proper posture is important.
- Table manners please!! (No gum, no elbows on the table).
- Say "Please and Thank You".
- Turn your cell phone off.
- Be responsible for keeping up and positively contributing to the conversation.
- Small Talk is appropriate – topics such as: books, sports, food, theatre, travel, current events etc.
- Follow employer's lead.
- Serve guests of honour, woman first, then male, then counter clockwise around the table. Serve host then hostess last.
- Small group of 6 or less, wait to eat until hostess begins. At a large party, hostess urges everyone to begin as they are served.
- Place knife and fork on plate after using, knife with sharp edge facing in and fork with tines up (American) or down (Continental) and placed so they will not fall off the plate.
- Never place used silverware on the table or leave it in a cup or small bowl.
- A used soup spoon is left in a large soup plate or on the plate under the soup bowl.
- A used coffee spoon is placed on the saucer beneath the handle of the cup.
- Unused silver is left on the table.
- When you are finished, place the fork and knife parallel to each other, so they lie either across horizontally the center of the plate or are on the diagonal, with the handles pointing to the right



- Dessert silverware – Place yourself so that the spoon can be picked up with the right hand and the fork with the left hand.
- The napkin – As soon as you are seated, remove the napkin from your place setting, unfold it and place it on your lap.
- If your napkin falls on the floor during a formal meal, do not retrieve it. You should be able to signal a waiter that you need a fresh one.
- When you leave the table at the end of a meal, place your napkin loosely next to your plate. It should not be crumpled or twisted, it may be casually folded. You may place it in the napkin ring if one is present.
- To remove inedible items from the mouth, it should go out the same way it went in.
- Olive pits can be delicately dropped onto an open palm before putting them onto your plate.
- A piece of bone discovered in a bit of chicken should be returned to the plate by way of the fork.
- Fish is an exception to the rule. It is fine to remove the tiny bones with your fingers, since they would be difficult to drop from your mouth onto the fork.
- Big seeds should be removed with a spoon.
- An extremely fatty piece of meat that you simply can't bring yourself to swallow, it will be necessary to surreptitiously spit it into your napkin, so that you can keep it out of sight.
- Or you can remove it with a fork and place it on your plate and camouflage it with another morsel of food.
- Keep your elbows off the table!
- If you are someone's guest at a restaurant, ask the person what he / she recommends. By doing this, you will learn the price range guidelines and have an idea of what to order.
- Usually order an item in the mid price range. Keep in mind that the person who typically initiates the meal will pay.
- Don't order appetizers or dessert unless your host does. It is inappropriate for your meal to cost more than your host's meal.
- When ordering, avoid foods that are difficult to eat gracefully.
- Be prepared. If there is a purpose to the luncheon or dinner meeting, make it clear when extending or accepting an invitation. Bring writing materials.
- If your dining at someone's home and aren't sure what to do, follow the actions of the host or hostess as a guide.
- Don't talk with your mouth full, finish chewing, swallow the food and then talk.
- Cut food into small pieces for eating. If you try to eat large pieces, you may have difficulty chewing and might choke.
- People from different countries and cultures have table manners that may be different from yours. Respect and accept people with other customs.

SESSION – 3

🔊 DICTION

"Diction is the word choice; general character of the language used by the speaker."

What did you say? Will you repeat that please? Did you say...? Would you please speak a little louder? I didn't understand what you just said. Could you speak up, please?

These questions all refer to one thing - poor diction when speaking. One of the biggest frustrations in communication is the inability to understand what a person is saying. This can even lead to a heated argument, family disputes and quarrels among friends.

Many of us fall into the "I can't understand you", or poor diction category. But all it takes is a change of habit to learn how to clean up your diction and sound more professional.

Weak communication skills may first present themselves during job interviews and impact a candidate's ultimate employment. Deficiencies possibly include vague and disorganized responses, excessive dysfluency or use of fillers (e.g., "you know"), in addition to malapropisms (misusing words ridiculously, especially by the confusion of words that are similar in sound) and neologisms (a new word, often consisting of a combination of other words that is understood only by the speaker e.g. Conversate). Lack of familiarity with the "jargon" of interviews, subsequent difficulty answering common interview questions (e.g., "Tell me about yourself."), as well as use of colloquial language, may contribute to a less-than-positive presentation.

How to improve your diction?

- **Eliminate filler words**

The next time you want to insert filler into a sentence along with the dreaded "you guys" or "whatnot," pause and be silence. These catch phrases will identify a professional from the ordinary and your ability to converse intelligently is often a test to determine if you are the right fit.

- **Enunciate clearly**

Speaking clearly improves the sound of your voice, giving you a more successful vocal image. As you speak with confidence and credibility you become you make a lasting and positive impression. This forms trust.

- **Pumping Energy into Your Voice**

It may be time to pump more energy into your voice by reviewing some of the basics of good speaking. Do you remember the famous actor, Richard Burton? He was known for executing perfect diction. If you can imitate his sound (somewhat), you will find that he used his lips to form beautiful, clear and resonant speech.

He was the master of consonant placement. And as brilliant as he was with the spoken word, he continued to practice and always warmed up his voice before acting on stage.

- **Use standard diction**

The best form of diction that suits a professional exchange is not the formal language but the standard language. It is grammatically correct and unlike the formal language, which sounds heavy and pedantic, standard language is conversational and down-to-earth.

Choice of Diction in Creating Impression

In face-to-face meetings, we rely on immediate feedback – the instantaneous responses of others – to help us gauge how well our ideas are being accepted.

Diction depends on topic, purpose, and occasion

1. The topic often determines the specificity and sophistication of diction.

The speaker's purpose—whether to convince, entertain, amuse, inform, or plead—partly determines diction. Words chosen to impart a particular effect on the reader reflect and sustain the writer's purpose. If the author's purpose is to inform, the reader should expect straightforward diction. If the writer's purpose is to entertain, the reader will likely encounter words used in ironic, playful, or unexpected ways.

2. Diction also depends on the occasion.

As with clothes, level of formality influences appropriate choices. Formal diction is largely reserved for scholarly writing and serious prose or poetry. Informal diction is the norm in expository essays, newspaper editorials, and works of fiction. Colloquial diction and slang borrow from informal speech and are typically used to create a mood or capture a particular historic or regional dialect. Appropriateness of diction is determined by the norms of society.

Levels of Diction (Levels of Articulation)

Non-standard language – language deficient in some form or manner

- Vulgarity – language deficient in taste and refinement; coarse, base (any swear word)
- Slang – refers to a group of recently coined words; slang is ephemeral and exclusive
- Colloquial – are nonstandard, often regional ways of using language appropriate to informal and conversational speech and writing (Canadian “about” and the Southern “Y’all”)
- Jargon – consists of words and expression characteristic of a particular trade, profession, or pursuit (gigabyte, logic board, CPU, DVD burner = computer jargon)
- Cliché – figurative language used so often it has lost its freshness and clarity (“slept like a dog” “bigger and better” “jump for joy”)
- Dialect – is a nonstandard subgroup of a language with its own vocabulary and grammatical features. Reflects the way individual groups actually speak

Informal/standard – language grammatically correct, but conversational. Sometimes referred to as Standard American English (SAE)

Formal diction/elevated language – language appropriate for more formal occasions; often more abstract and more figurative

Common Mistakes Made When Speaking

The way you pronounce your words is a major factor in influencing people. Those who mispronounce words are often unfairly judged. Take a look at the following list of mistakes made in pronunciation.

- Leaving off the end of the “ing” words as in thing, wearing, loving, wanting, singing
- Word and slang misuse (“he goes” instead of “he said”.)
- Eliminate the words (goin’, comin’, gonna, shoulda, woulda) in your speech permanently
- Kill the filler words (like, you know, um, er) which can be annoying
- Using the wrong word
- Even using the wrong tone can have a negative effect on what you’re saying
- Using a high and piercing tone
- Mumbling
- Know the different connotations of a word and do not try to plug in the denotation at all places

Activity 2

Divide students into groups of 3-4 and give them one of the following lists of words.

- *student, apprentice, disciple, junior, learner, novice, scholar, undergraduate*
- *skinny, bony, angular, emaciated, gaunt, malnourished, scrawny, slender, thin, anorexic*
- *run, amble, bound, dart, dash, gallop, lope, scamper, sprint*
- *vacation, break, fiesta, furlough, holiday, intermission, layoff, recess, respite, sabbatical*
- *busy, active, diligent, employed, occupied, persevering, unavailable, employed*
- *fear, dread, apprehension, anxiety, panic, terror*

- *fat, obese, chubby, stout, plump, stocky*
- *friend, companion, buddy, acquaintance, colleague, playmate*

Have groups identify each word as positive, negative, or neutral. Keep in mind that most words can be either, depending on the context.

Activity 3

Where would you pause, in these sentences?

Sham was sightseeing near the seashore in Portugal. He stopped at a shop near the ocean that specialized in exotic shells. The shop sold him an unusual shell in a fancy glass box. Sham negotiated a good price. He left the store satisfied, but with a premonition that something was about to happen. Sure enough, as he shifted into reverse and backed out of his parking space, Sham heard a large crunch.

Final Thoughts

You deserve to be dressed in a powerful, confident voice. You deserve to be listened to, and you certainly deserve to be understood. Speaking is our inner landscape. It's our personal calling card. Harness the power of your voice by implementing the tips provided for you in this module.

Your voice is your instrument. Make it your best.



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