

This the same time  
speak loud and clear



**ASSIGN  
BUSTER**

This week we are teaching about verbal and nonverbal communication.

These are the necessary skills in life that every person needs to know.

Communication skills are often used in Conferences, Seminars, Impromptu, Staff meetings, Management meetings, Debate, Training workshops, general announcements, Public interviews, Panel interviews. I learned that verbal communication is the way we express our thoughts, emotions and attitudes.

The definition of language and meaning symbolic, be an arbitrary system of symbols, be governed and communicate power. Nonverbal communication is all the behavior, attributes, or object, voice, facial expression, posture, appearance, appearance that complements words to communicate meaningful social message. People who are afraid of communication often have symptoms such as stomach butterflies, pounding heart, shortage of breath, sweaty palms, dry throat, unsteady voice, trembling hands, wobbly knees, tied tongue. There are ways to stop that you can research your topic thoroughly, prepare 150 percent, use self-talk, convert you fear into anticipation and enthusiasm and shift switch from your auto.

Before you make a presentation, you need to be prepared carefully. In order to be fully prepared, you should ask questions like what you say, how to say the best, what the listener wants to hear and do not want to hear. Create charts that you and your viewers can understand and catch up. Besides, your information also needs to change depending on the different circumstances. You should know when to raise your voice and down your voice and at the same time speak loud and clear the main points in the article so that people can understand.

Although I still have difficulty understanding all the teachers, I feel that I have changed and improved my listening ability. At the end of the third week of the semester, I realized that we could not perfect ourselves without communication.