

WHAT WE NEED FOR GOOD COMMUNICATION

DO

Be brief.



Keep still.

Have good light on your face.



Have eye contact.



Speak one at a time.



Place yourself at an easy distance.



Stick to one point at a time.



Ask if you are communicating O.K.



Be ready to take your time.



Use writing if stuck.



Make your point clear.



Speak clearly.



Persevere.



DON'T

Shout.

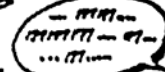


Place yourself too far away.

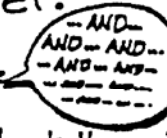
Smoke



Mutter.



Rattle on and on.



Eat while talking.



Be in a hurry.



Obscure your mouth.



Look down or away.



Lean too close.



Be embarrassed.



Talk too fast.



Change the subject without warning.



Give up.

