



Communicate Effectively



The phrase “Knowledge is power” is credited to Francis Bacon in 1571

Knowledge is ubiquitous

to invest & manage information
through effective communications.

“Articulate our value add “

“Our value add is Articulation”





Do you remember an event
that was effective



Seven C's

1. Completeness
2. Conciseness
3. Consideration
4. Clarity
5. Concreteness
6. Courtesy
7. Correctness



Vocabulary



Pronunciation

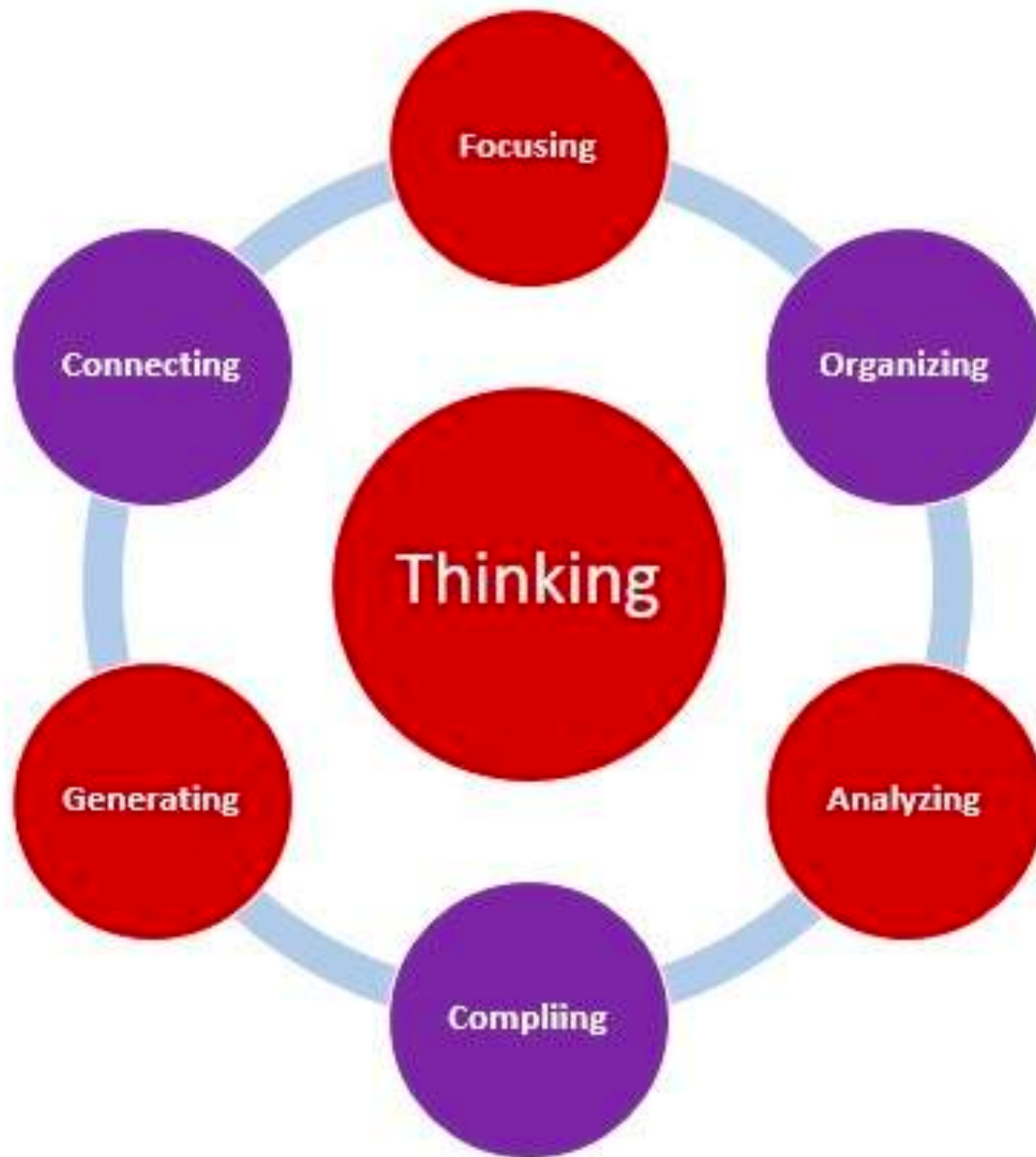


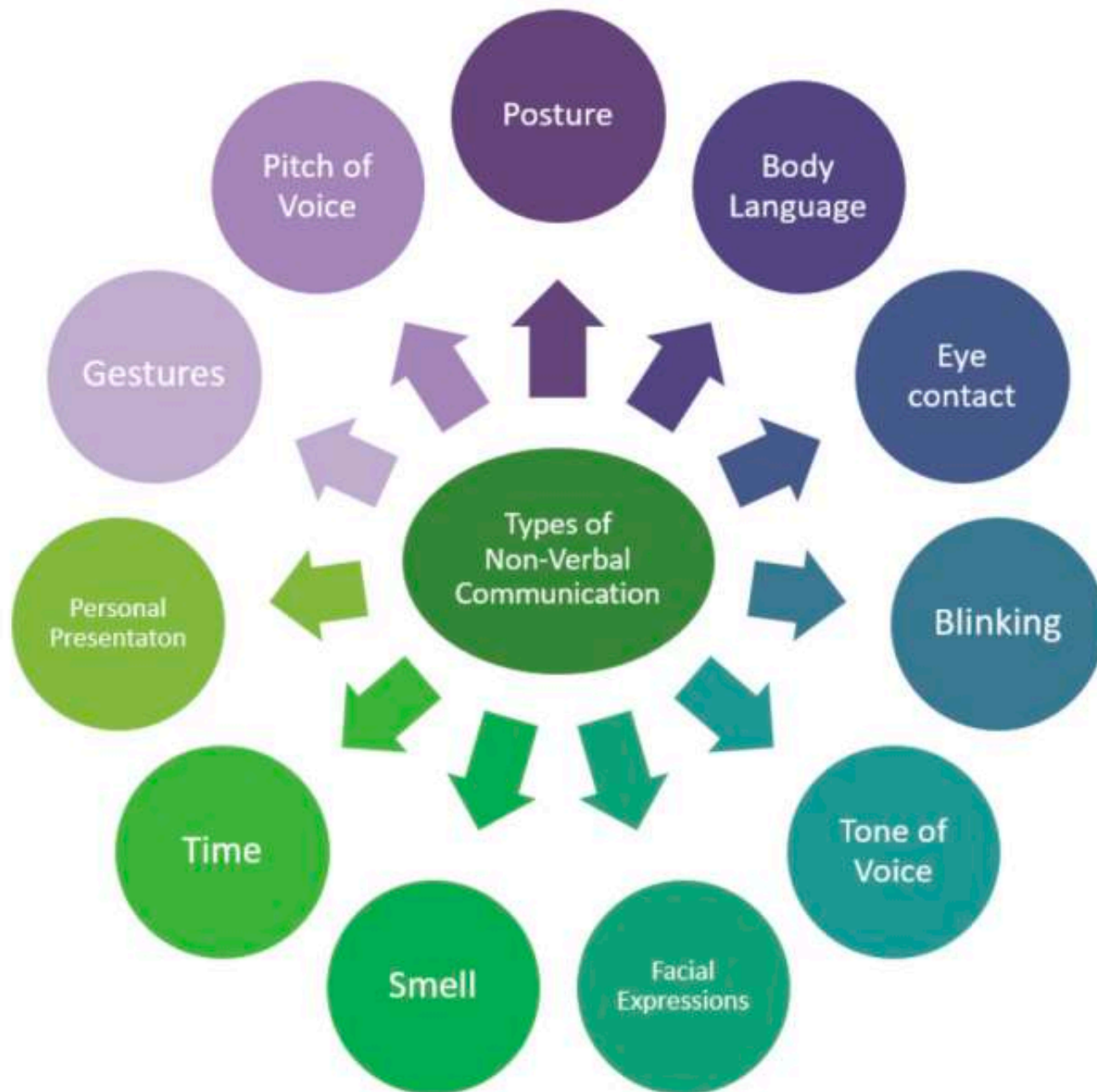
Grammar



Culture







**Level 2:
Consciously
Unskilled**

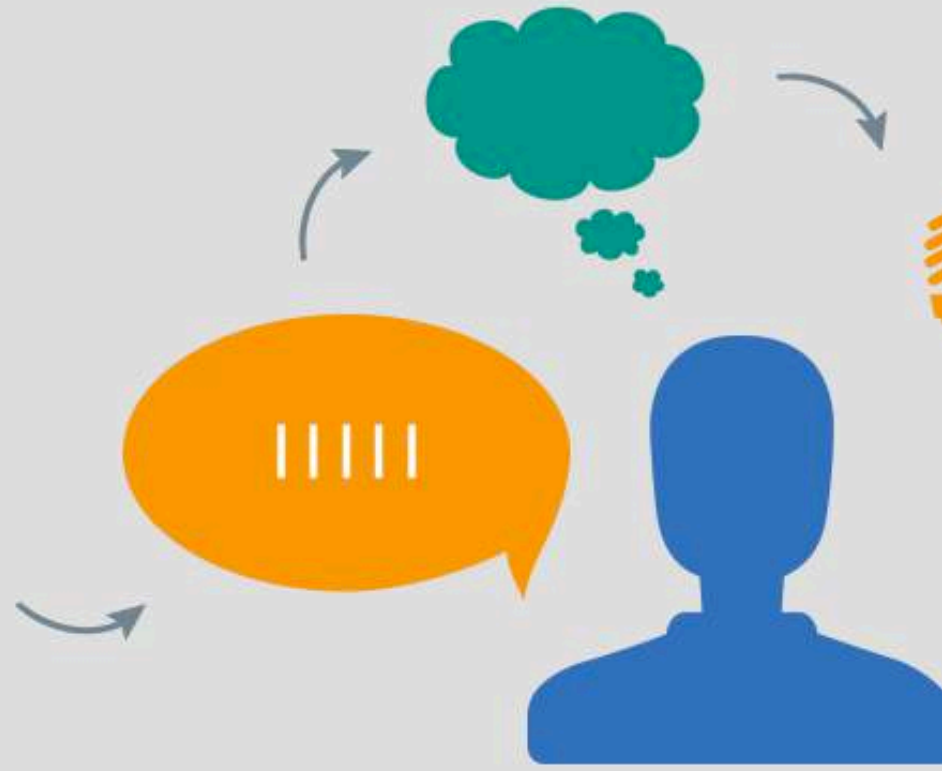
**Level 3:
Consciously
Skilled**

**Level 1:
Unconsciously
Unskilled**

**Level 4:
Unconsciously
Skilled**



Sender



Receiver

A close-up, rear view of a person's head wearing large, black, over-ear headphones. The person's hair is short and dark. The headphones have a prominent headband and large ear cups. The text "HIGH FIDELITY" is overlaid in white, bold, sans-serif font on a black rectangular background across the center of the person's head.

HIGH FIDELITY

THE ELEMENTS OF MUSIC

Pt

PITCH

Moving from one distance of sound to another. High to low.

DURATION

The amount of time a sound occurs.
▷ Long (whole notes, half notes) or
▷ Short (quarter notes, eighth notes, sixteenth notes).

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DYNAMICS

The sound level at which music is played.
▷ Loud (forte, fortissimo) or
▷ Soft (piano, pianissimo)
▷ Medium is often called mezzo-piano (pronounced "met-so pi-ah-no") or mezzoforte (pronounced "met-so four-tay").

Dy

TONE COLOR

The quality of sound, what the voice or instrument sounds like. This is also referred to as "Timbre" (pronounced tam-ber).
Examples include: light, airy, dark, mystical, rich, full, dancing, excited.

Tc

FORM

The organization of music. Examples include:
▷ ABA (first section, second section, first section repeats)
▷ AB (first section, followed by second section)
▷ Rondo (ABACA - The A section always comes after each new section).

Fo

TEXTURE

The layers of sound within a piece of music. Examples :
▷ Just melody (monophony) or
▷ Melody and harmony (polyphony)
▷ Chords (3 or more notes played at the same time)
Instruments can add to the texture of music: blaring, rough, smooth, choppy, disjointed, tight, rich.

Tx

INtentions when we communicate

- Inspire
- Involve
- Instruct
- Influence
- Interest
- Interrupt
- Interject
- Interview
- Intervene
- Inform
- Instill
- Infuse
- Invigorate
- Infect
- Interact
- Interpret
- Investigate

ETHOS

Credibility



PATHOS

Emotion



LOGOS

Logic





Vocabulary

“the body of words used in a particular language.”



Dialect

“a particular form of language that is unique to a specific region or social group”



Lexicon

“the vocabulary of a person, language, or branch of knowledge”



Protocol

“the accepted or established code of procedure or behaviour in any group, organisation or situation”



Etiquette

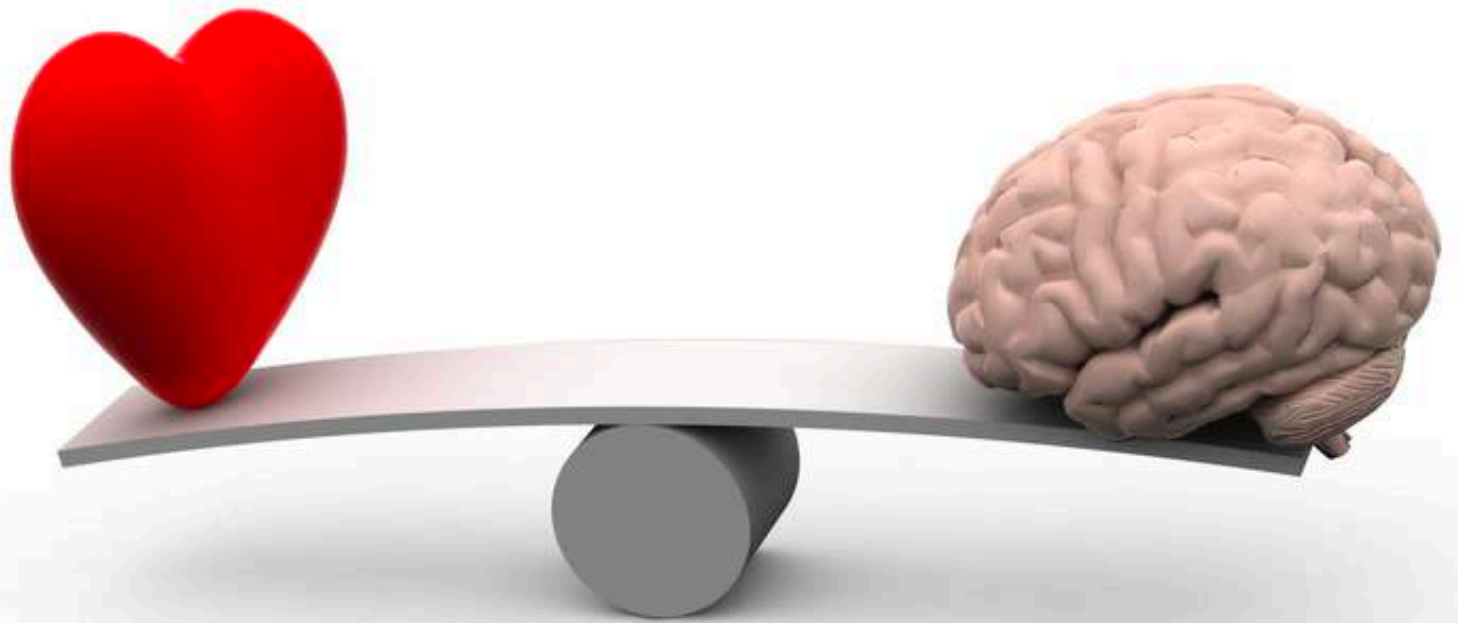
“the customary code of polite behaviour among members of a particular society, profession, group or organisation”

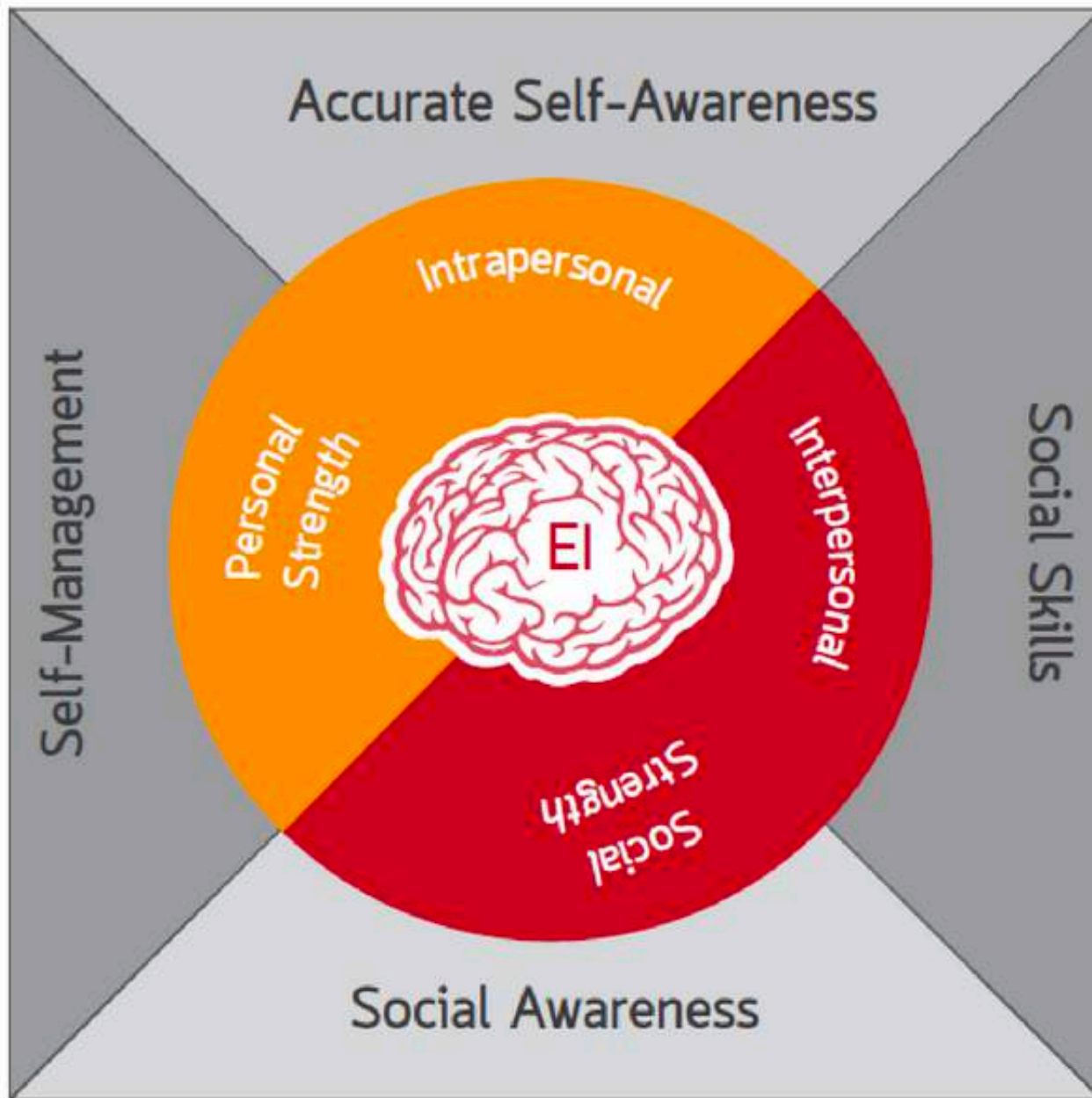


Emotional INtelligence

EI is the ability to understand and manage your own **emotions**, and those of the people around you.

INfluence our INtentions







**SELF
AWARENESS**

**EMOTIONAL SELF
AWARENESS**

**SELF
MANAGEMENT**

**EMOTIONAL SELF
CONTROL**

ADAPTABILITY

**ACHIEVEMENT
ORIENTATION**

**POSITIVE
OUTLOOK**

**SOCIAL
AWARENESS**

EMPATHY

**ORGANISATIONAL
AWARENESS**

**RELATIONSHIP
MANAGEMENT**

INFLUENCE

**COACH AND
MENTOR**

**CONFLICT
MANAGEMENT**

TEAMWORK

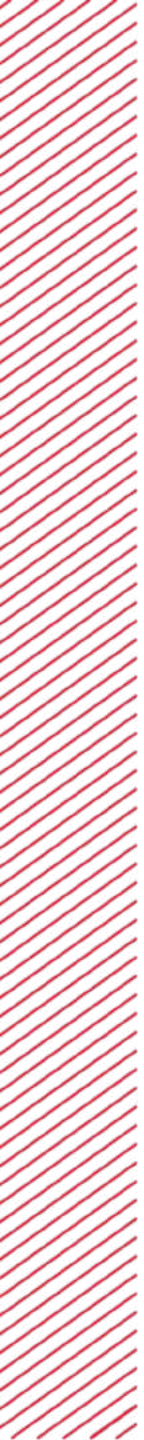
**INSPIRATIONAL
LEADERSHIP**









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1. Utilize an assertive style of communicating
 2. Respond instead of reacting to conflict.
 3. Utilize active listening skills.
 4. Be motivated.
 5. Practice ways to maintain a positive attitude
 6. Practice self-awareness.
 7. Take critique well
 8. Empathize with others
 9. Utilize leadership skills
 10. Be approachable and sociable.

