

# COMMUNICATING CONFIDENTLY

## TOP TIPS FOR SPEAKING

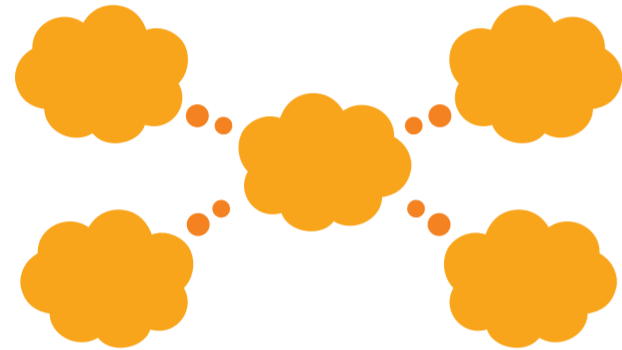
**Be yourself**



**Make good eye contact**



**Structure your thoughts**



**Keep it simple**



**Project your voice**



**Speak from the heart**



**Pitch, pace, power... pause**



**Be animated**



**Keep to time**



**Practise, practise, practise**



## LISTENING IN CLASS

**Show that you are listening**

Showing someone you are listening will help the person who is speaking as well as help you focus on what is being said.



**Be a good listener**

A person who genuinely tries to listen is often seen as more open, more intelligent and more engaged than someone who does not.



**Be interested in others**

Listen to learn something new about the speaker.



**Tune in 100%**

The greatest compliment you can give another person is to give them your full attention while they are speaking.



**Make the other person feel important**

The best way to make some feel good about themselves is to take an interest in what they say.



**Stay open**

Always try to see something from someone's point of view and stay open to ideas and perspectives that are different from your own.

