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Communication!!!

... a simple task that many a time becomes so complex thing to do!!! ☺

Yes, for some people talking comes easy... for some others, listening comes easy... and for yet some others, both these aspects are very difficult to grasp and exhibit... Yet, it is true that communication is complete as a process, only when talking, listening, understanding, and feedback happen with utmost clarity.

If you can eliminate communication breakdowns between yourself and others, the result will be better communication with fewer headaches. Breakdowns occur because no one took the time to check if what was communicated was understood by the people engaged in the conversation. Some ways to avoid that include, (a) asking questions, (b) processing the information, (c) interpreting the information, (d) confirming the information... and most importantly, thinking before speaking!

**Always think before you say! Always think before you email!
Always think before you sms! Always think before you say or do
anything at all!!**

Sir Winston Leonard Spencer-Churchill

A British politician who lead UK through the World War II, as its Prime Minister. Also an officer, a historian, a Nobel Prize winning writer, and artist.

He overcame his speech impediment through years of practice, and is known for a few famous speeches including his first speech as Prime Minister – the famous "I have nothing to offer but blood, toil, tears, and sweat"; and a few others that included the words – "... we shall fight in the fields and in the streets, we shall fight in the hills; we shall never surrender."; 'This was their finest hour'.
Source: Wikipedia

Open Secrets on effective Communication

- *Think before you speak*
- *Make eye contact*
- *Keep it simple*
- *Leave out hesitation*
- *Watch your body language*
- *Build good vocabulary*
- *Provide feedback*
- *Listen.....*

Making a Great First Impression!

It takes just a quick glance, maybe three seconds, for someone to evaluate you when you meet for the first time. In this short time, the other person forms an opinion about you based on your appearance, your body language, your demeanour, your mannerisms, and how you are dressed. With every new encounter, you are evaluated and yet another person's impression of you is formed. These first impression can be nearly impossible to reverse or undo, making those first encounters extremely important, for they set the tone for the all the relationships that follows.

So, whether they are in your career or social life, it's important to know how to create a good first impression.

Be on Time

Plan to arrive a few minutes early. And allow flexibility for possible delays in traffic or taking a wrong turn.

Be Yourself, Be at Ease

If you are feeling uncomfortable and on edge, this can make the other person ill at ease and that's a sure way to create the wrong impression. If you are calm and confident, so the other person will feel more at ease

Present Yourself Appropriately

Physical appearance matters. The person you are meeting for the first time does not know you and your appearance is usually the first clue he or she has to go on.

A Winning Smile!

"Smile, and the world smiles too." So there's nothing like a smile to create a good first impression.

Be Open and Confident

When it comes to making the first impression, body language and appearance speaks much louder than words.

Small Talk Goes a Long Way...

Is there anything that you know of that you have in common with the person you are meeting? If so, this can be a great way to open the conversation and to keep it flowing

Be Positive

Your attitude shows through in everything you do. Project a positive attitude, even when nervous

Be Courteous And Attentive

It goes without saying that good manners and polite, attentive and courteous behaviour help make a good first impression. So be on your best behaviour!

Source: Mindtools



The single biggest problem in communication is the illusion that is has taken place.

G.B. Shaw

Speak when you are angry, and you will make the best speech you'll ever regret.

Dr. Laurence J. Peter

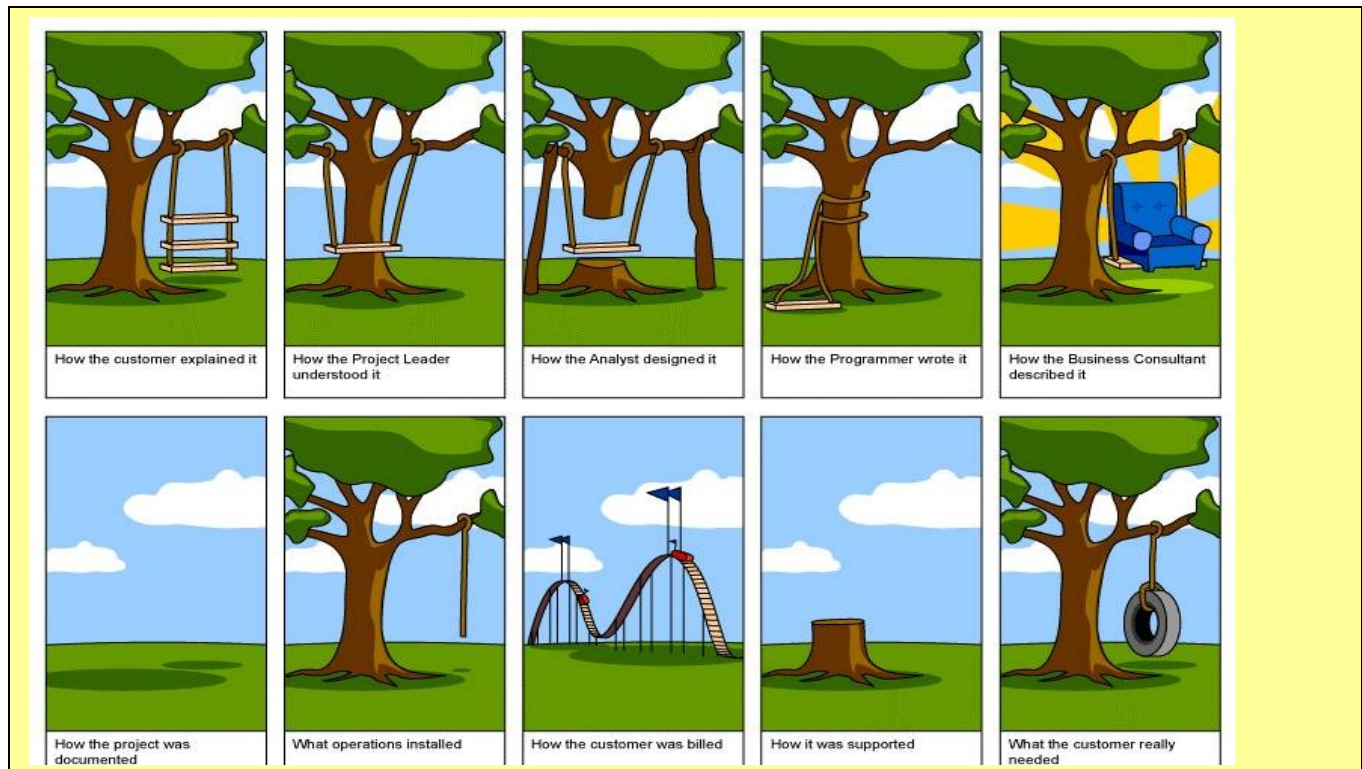
Humor – Lateral Thinking on Communication

Communicating and Listening...

A husband and wife were at a party chatting with some friends when the subject of marriage counselling came up.

"Oh, we'll never need that. My husband and I have a great relationship," the wife explained.

She continued, "He was a communications major in college and I majored in theatre arts. He communicates real well and I just act like I'm listening."



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Old wine in new bottle – Communication

Taking Feedback

A little boy went into a drug store, reached for a soda carton and pulled it over to the telephone. He climbed onto the carton so that he could reach the buttons on the phone and proceeded to punch in seven digits.

The store-owner observed and listened to the conversation: The boy asked, "Lady, Can you give me the job of cutting your lawn?" The woman replied, "I already have someone to cut my lawn." "Lady, I will cut your lawn for half the price of the person who cuts your lawn now." replied the boy. The woman responded that she was satisfied with the person who was presently cutting her lawn. The little boy found more perseverance and offered, "Lady, I'll even sweep your curb and your sidewalk, so on Sunday you will have the prettiest lawn in all of North Palm Beach, Florida." Again the woman said no. With a smile on his face, the little boy replaced the receiver.

The store-owner, who was listening to all this, walked over to the boy and said, "Son... I like your attitude; I like that positive spirit and would like to offer you a job." The little boy replied, "No thanks, I was just checking my performance and the job I already have. **I am the one who is working for that lady, I was talking to!**"