

## Presentation Notes

Presentation Communicating Effectively

Lesson 2.1

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Methods of Communication: Verbal, Non-verbal, Written, Visual. Verbal Communication: Sounds, Words, Includes speaking AND listening. Non-verbal Communication: Body Language, Facial Expression, Gestures, Eye Contact. Written Communication: Letters, Email, Books, Articles, Texts, Including reading AND writing.

Visual Communication: Pictures, Memes, Drawings, Displays, Television. Persuasive: convince the audience of your point of view. Informational: Provide information to your audience. Special Occasion: Introductory, Inspiring, or Entertaining. How to present a speech: Select appropriate material. Operate under appropriate time schedule, Know your audience, Know your Topic, Four Characteristics of good speaking include: Voice, Power Of Expression, Presence, Effect. Voice: Articulate Clearly, Express feeling with pitch, Use tone to emphasize important words, Use volume and emphasis. to speak with force. Presence: Confident and comfortable poise and body posture, Positive attitude, Express confidence, Express ease with audience. Power of Expression: Smooth fluency, emphasis of key words, directness toward audience, genuine sincerity, communicative ability. Effect: Interesting, Understandable, Engaging, Hold audience attention.

# AFNR Reflection Page

List five key points that are important to remember from this presentation.

1. Methods of Communication: Verbal, Non-verbal, Written, Visual.
2. Verbal Communication: Sounds, Words, Includes speaking AND listening.
3. Non-verbal Communication: Body Language, Facial Expression, Gestures, Eye Contact.
4. Written Communication: Letters, Email, Books, Articles, Texts, Including reading AND writing.
5. Visual Communication: Pictures, Memes, Drawings, Displays, Television.

List three ideas or concepts that this new information has in common with previous things learned.

1. I use visual communication
2. I use verbal communication
3. I use nonverbal communication

List questions or ideas that remain unclear about the information presented that should be asked for clarity at the appropriate time.

NONE,  
NONE, NONE, NONE, NONE, NONE, NONE, NONE, NONE!!!!