Effective participation can become a more learned activity.

Group leaders:
- Learn through examples of successful
- Develop cooperation and teamwork

LEADERSHIP:
- Since you can learn
- Practice in expressing yourself

COMMUNICATION:
- Polish your skills
- Your involvement can help you

Reach solutions:
- Combine their skills to
- Explain 
- Make decisions
- Solve problems

EXCHANGE INFORMATION:
- Goals for meetings:
- People have a clear sense of

Achieve goals:
- To accomplish
- Exchange ideas
- Activity to be done by the people who

Suggestions can benefit:
Because your ideas, comments and
The meeting's success depends on:
1. Showing your concern for the meeting's success.
2. Understanding questions before the meeting.
3. Carefully considering issues.
4. Discussing issues.
5. Knowing what is expected of you.
6. Participating actively if you know you're more likely to participate if you've been invited.

What to schedule:
- Accordion
- bee or goal
- Enthusiastic, coherent, or meaningful conversation.
- Proper etiquette
- Homework?
Appropiate Positive Attitude

and decisions; friendly negotiation of discussion.
offcially to keep the minutes of a
meeting - somewhere, say, a
and speak up if
in your skill, and speak up

your ideas. Have confidence
in yourself. Don't undermine
your ideas, even if developing
knowledge is also required.
Be open-minded.

Your Ideas

- Encourage others to stick
to the issues
- Say 'I don't agree'
- Say 'I'm not sure'
- Say 'I don't feel comfortable
- Speak when you have

your ideas. Criticism before you present
an imaginative plan. It is
to reason, To help promote
new ideas. Welcome innovative ideas
Group members usually

as negative

not become a personal attack;
careful that your remarks do
about their ideas. But be
let others know how you feel
different views of view

Diverse or opinion; expres

Do you agree?
When You Speak

- Make all group members feel comfortable. Make them feel at ease before you start speaking.
- Project volume and tone, and maintain eye contact.
- Good pronunciation (especially foreign accents)

When Others Speak

- Sometimes your remarks may be neglected.
- Don't become defensive.

Notes

- REMEMBER: The object of discussion, in such cases, is not to win the argument but to increase understanding.
- Always try to take an objective view of the discussion, even when you have a strong interest in the topic. Don't defer to others.
- Don't interrupt speakers. Never give way to the idea that you are more knowledgeable than they are. It is the duty of the listener to listen, not to lead. The audience is the enemy's bulwark, not the audience's enemy.
- Don't feel that others are expressing ideas that conflict with your own. There is no such thing as a conflict of ideas.

- Sometimes your remarks may be neglected. Don't become defensive.
- REMEMBER: The object of discussion, in such cases, is not to win the argument but to increase understanding.
Presentation

- Read your material out loud.
- Practice ahead of time.
- Build confidence.

Preparation

- Outline of key topics.
- Review your notes.
- Set the tone and state the purpose of your speech.

Delivery

- Speak to the group.
- Share your knowledge.

This is your special chance to

on a subject of importance.

If you can't answer a question, admit it. Don't try to bluff!

If you can't be honest, don't try to bluff!

Your audience.

Don't memorize your speech.

Avoid reading out loud.

Avoid pausing too long.

Use pauses to emphasize certain words.

If you cannot speak clearly, your audience will not understand.

Standing at the back of the room involves more people in what you are saying.

To help your audience feel comfortable, stay to the right.

If people in the back of the room lose interest, they may not be heard.

A speech that can't be heard is a speech that can't be understood.

- Your speech must be understandable.

- Your speech must be clear.

- Your speech must be engaging.

- Your speech must be memorable.
to put ideas to work?
IS THE TIME NOW?

Your assignment. If you don't understand,
confer with your peers: free help.
You've been given:

ASSIGNMENT

Complete any

Put into action.
Ends:

THE MEETING

Action:

Follow-up:
in successful
result
are more likely
a positive note
that end on

Meetings

Develop a preliminary agenda.
Select the place.
Set the date.

To get a head start on the next
To help refresh the memories of

Once the work should be done.

WHAT is to be done.

WHO is responsible for carrying
out the decision.

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