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## Central idea speech outline

We convey the importance of verbal and nonverbal communication. Regardless of language, we speak using voscoes and consonling sounds that form into words. There is a lot of information that we inadvertently pass on through speech. For example, our speech can convey age, gender, regional accents, education, and health. As you can begin to see, speech is an important part of the human experience. The ability to speak and understand others is essential for our social well-being. Speech disorders and conditions that affect our ability to speak can have a big impact on us. Problems that affect rhetorical ability can be mild (lisping), moderate (bronchitis), or severe (paralysis). Therapy and counseling can correct mild speaking problems. Surgery and medication can correct some of the more serious speech problems. Usually our left brain processes the tongue. Those with left brain damage tend to have problems with grammar and syntax. In addition, damage to a certain part of the brain, the Wernicke area, results in poor understanding of language. Everett's speech was a draw, but his speech is not permanent. Why? First, Everett played to the crowd, citing Southern aggression and Confederate conspiracy. Lincoln, on the other hand, looked at the overall picture. He gave a speech about maintaining self-government, rather than one battle. As we mentioned, he did not even say the words Gettysburg, slavery, the Confederacy or the Union. Instead of bragging about divisive issues or narrowly defining his speech with battle, he spoke very broadly. Instead of angry against the Confederate, as Everett did, Lincoln emphasized the country's healing and work on the ideals set out in the Declaration of Independence. As for the speaking style, Lincoln also departed from Everett. He used a lot of floral and archaic phrases, but he was much simpler and simpler. This more direct form of speech has only recently begun to catch on. While the use of romantic language was still prevalent, Lincoln was among those who acknowledged the need for more concise language. People used the telegraph to communicate during the war, and dispatch had to get to the point quickly if they were to be wired. Lincoln's world was adapting to faster forms of communication, and speeches like Gettysburg's reflected the changing times of Gettysburg's address are seen as a pivotal moment in the way Americans viewed themselves and their government. The phrase Lincoln used at the end of the speech - the government of the people, the people, for the people - was a new interpretation of American government and society. Before, people talked about ending slavery, but few talked about equality. And while Lincoln wasn't necessarily in favor of full equality for African-Americans, the idea that we as humans are at least equal, which is widely accepted in modern American political thinking, was a fairly radical proposition. With the speech, in fact, Lincoln redirected political thinking in America to his interpretation of the Declaration of Independence as opposed to the Constitution. The writer Garry Wills describes change as a change in which the Constitution is simply a means to an end, with the end being the ideals of the Declaration of Independence [source: Wills]. Since then, the unique ideal that all people are equal has driven much of America's political goals. And instead of convoluted political rhetoric more closely related to romantic language, Lincoln gets to the point in Gettysburg's speech. Political scientist Philip Abbott summed up the significance of Lincoln's speech: In Gettysburg, he stated his concept so simply and eloquently that the address is considered a masterpiece of political discourse [source: Abbott]. Updated December 15, 2020 No doubt you've heard the adage that you'll never get a second chance to make a good first impression. What many people don't realize is how important a first impression can be. As a rule, people judge others within the first 3 to 5 seconds of meeting them. Judgment is made subconsciously, without conscious thinking, so it is important that individuals do their best to make a good impression, professionally and personally. Oftentimes, it is the simplest concepts of good manners or business etiquette that are forgotten. However, there are steps that someone can take to improve the impression they are taking in these key early moments. The basics of good impressionsThe positive stones of proper business etiquette are as follows: Be on time. Dress appropriately for the occasion. Address everyone respectfully, for example, by their last name. Keep eye contact, but don't stare. Speak clearly, confidently, and do not rush with your thoughts or sentences. Offer a firm handshake. A smile, a smile, a smileA confident, relaxed smile is the best way to calm other people down. Scientists have found that smiling is an important social stimulus and that other people will respond to smiles on both a conscious and subliminal level. If a person smiles with joy, others around them will smile, and their brain activity will actually mimic the activity in the brain of the person who initiated the smile. While people have some ability to detect fake smiles, this ability is not well developed and a good fake smile can fool most people. Whether you really feel it, put a smile on your face when meeting new people and indirectly people will also feel happy to see you. That feeling will resonate every time they think of you. Good manners never come out of styleAs long as your parents should learn good manners growing up, here it is primer on the basics that can really make a difference to your first impression. LanguageGood ways testify to your respect for yourself and others. Please, Thank you and You are welcome, there are no meaningless words; show others that you value their effort, thinking and/or generosity. Using socially significant words, they offer behavioral cues to other people when you meet for the first time; this is particularly true when dealing with elders. However, good manners should not be reserved for superiors, but should be extended to everyone you communicate with. Maintaining consistency with your interactions avoids others who think you're playing favorites or you're the boss's pet. NamesO another, it is rude to use someone's first name if given permission to do so, because it indicates a degree of familiarity another person may not desire. Always reach out to others in the business by their name (Mr. Mrs or Mrs) and their surname, unless they require you to use your first name or nickname. In an informal business atmosphere, it may be customary to address everyone by their first name, but it is best to wait for an invitation and avoid insulting potential managers or associates. Clothes and dressesss usually better to be dressed than underdressed. Again, the way a person dress can show his respect for the one who meets. For example, showing up for a job interview in inappropriate clothing means that you either don't understand the job or you don't care if you're hired or not. The suit is usually suitable for office positions, while clean polo shirts, dress shirts, or blouses, and khaki pants or jeans may be suitable for factory or construction work. Similarly, whether you are interviewing for a professional job or meeting with the parent of your friend/girlfriend, you should always dress conservatively. Here are a few factors to keep in mind: Less leather – long skirts, shirts with sleeves, nothing too tight Simple colors - blue/navy suit, tie without patterns Hide tattoos – I recommend elegant tattoo ideas if you plan to get one Eye ContactEye contact is another important stimulus, and those who don't make eye contact place themselves at a social disadvantage, especially when speaking in public. Most people believe that those who don't have eye contact lie or avoid something, or that they lack the confidence to communicate effectively with other people. SpeakingWhen you first meet someone, it's important that your words count, especially when it's your turn to answer interview questions. In addition, others may not be able to understand if you do not speak clearly and voice loud enough to be heard. Clear speaking voice is an important social tool and contributes to easy communication and good first impression. HandshakeShaking Hands is a social ritual in America, and having a solid handshake shows self-confidence, an important asset for any employee. While the handshake should be firm, too much pressure shows a desire to dominate and can be a negative signal. Keep handshakes friendly and painless. What not to doYey if it is acceptable to talk about topics other than business with employers or co-workers,

avoid discussing politics and religion. Many people have strong feelings about these topics, and if your opinion differs from theirs, an unpleasant argument could follow. Stick to neutral workplace topics to avoid harassing coworkers or your boss. While humor is essential for a pleasant work atmosphere, tasteless jokes, especially those that focus on a particular gender, cultural group or sensitive topic, are not funny and can cause legal trouble for you and your employer. The same is true of jokes with sexual overtones. Save these jokes for like-minded friends at Wednesday night poker. Finally, never bad the mouth of a current or past employer, or engage in malicious gossip about co-workers. This also applies to any online presence you may have on social media, such as Facebook or Twitter. Employers often follow comments on social media, so use privacy settings or a separate private account if you intend to make any negative comments about your work or coworkers. Or better yet, just don't do it. If you don't want your mother to see a picture or read a comment, keep it off your public page. Traveling OverseasWhen meeting business partners in other countries, it is wise to educate yourself on the customs of other cultures and background individuals you encounter. Behavior that could be considered acceptable or even impeccable in the US can be considered offensive by people with different social rules. In Japan, for example, business partners formally exchange business cards, while in China, a small chip on behalf of your business is usually presented at the first meeting. In some Countries of the Middle East, the gift of wine, cognac or whiskey would not be well received, because the predominant religion, Islam, prohibits the consumption of alcohol. Ignorance of the habit practiced in other countries can result in the creation of a bad impression and appearance that you or your company do not consider and prepare in advance. Final wordAlthing as it may be banal, the best advice may be to treat other people as you wish to be treated. Friendly, polite behavior is always a good way to make a favorable first impression on the people you meet. As you think about how others will perceive you, consider your reaction when meeting different people and imitate those who the best first first to you. You.

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