



# Manitoba 4-H Council Inc.

## General Communication Tips

### Communications Confidence Test

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Are you confident with your communications skills?

Do you find it hard to talk to certain people?

Do you ever bite your tongue, afraid to speak up... even when you have a good idea?

When you talk, do you ever get ignored... interrupted... or cut off?

Do you find it difficult to approach other people with a request?

Have you ever felt like an outsider and didn't know how to break in?

Is there someone in your life you just can't seem to get through to?

Do you sometimes find it hard to concentrate on what other people are saying? Have you ever said the wrong thing and didn't know how to recover?

If you answered yes to three or more of the above questions, you may want to increase your communication confidence and skills. Communication isn't just about how you talk and listen, or how good you are at public speaking. It's about making connections with people. It's about being a cooperative and trusted team member, a good friend, someone others can count on, someone they respect and like.

Key benefits of having good communication skills (other than for public speaking) are:

- You'll impress people right off the bat by mastering the art of greetings, handshakes, and small talk.
- You'll be able to fit in with any group. Meeting new people and talking to anyone will become easier at conferences, meetings, and on trips.
- You'll take the floor or a leadership role more comfortably in groups and at meetings.
- You'll express yourself more clearly the first time without having to repeat or explain what you said. This will help you give clear instructions on how to do something, or when giving a report or explaining a game or activity.
- You'll be more influential and get your ideas accepted and implemented more often at club, district, regional, and provincial meetings.
- You'll be able to reinforce your spoken message with your unspoken one. Remember- your tone of voice, inflection, and body language can add or take away power from your presentation.



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Take advantage of every opportunity offered to you to speak to people. You'll benefit from every experience. For example:

- show and tell at school
- give a report on an event or trip at school, at a meeting, at a family event, or just around the supper table
- give a toast to someone special at a birthday party or wedding
- tell a story to a group of children
- chair a meeting
- be the emcee at an event
- introduce or thank a guest speaker
- do a skit

Remember, **“Learn to do by doing!”**