

## **Soft Skills**

***"Do you see a man skilled in his work?"***

***He will serve before kings;***

***he will not serve before obscure men". - Bible***

### **1. Living the values:-**

Have certain values in life

Stick to it

Take decisions based on these values.

Ex.:- fake resume

Values bring results in long run

We would be seen apart from the crowd because of our Integrity

Slow but best and sure results

***"The integrity of the upright guides them". Bible***

### **2. Oral communication:-**

It's not only telling what we know but more about what others understand or take back from what you just said.

Its better to talk less and everything is understood, than telling a lot and nothing is understood by others

Don't be in a rush to tell everything

Make sure the listener is in sync with what you are trying to communicate.

In a phone conversation remember the other person cannot see you, so make a list of what you want to say and go thru the list in a slow but sure way.

Ex:-

Others says they cannot understand even after you having told it 10 times, instead of getting annoyed, tell the same thing in a different manner.

***"A word well spoken is like apples of gold in settings of silver".- Bible***

### **3. Written communication:-**

A joke may sound rude in a written communication.

Remember this is different from oral since, in oral communication the other person not only hears what you say, but also see with which facial expression you said it.

In a written communication the tone is set by the speed in which the other end is reading the same.

Keep the sentences small and simple. Its better to have simple language which is easily understood than having complex language which is difficult to understand.

Try to give what you have written to someone who is not aware of the subject and see how much he can understand from it.

Ex:-

I needed to write a leetr to a important person who would not have more than two minutes to read the same.

Before sending the letter, I asked my friend to read my letter only once and then asked him to tell me what he remembers from the letter.

I knew what he is able to say is what I would eventually communicate to end user.

Use para's sub headings to be more effective.

#### **4. Listening:-**

Many times it is good to first listen, understand completely what others are saying, before we start talking.

Seen people make mess of themselves by talking irrelevant things without first listening properly.

In many places a good listener is more liked.

**“He who answers before listening; that is his folly and his shame”. -Bible**

#### **5. Time to speak and a time to keep quiet:-**

Don't speak just because you want to show that you also know about the subject. People may think you are trying to boast.

In many places it is better to be silent when you are not sure, then people may think you are wise.

Some places you have to speak out especially in an interview, since they will only know what you say about yourself.

