

**Principles of**

**Successful**

**Oral Communication**

# Principles of successful oral communication

Plan	Meta communication: read b/w line
Concise	No information overload
Precise	No disagreement b/w verbal & NV
Be courteous	No hackneyed phrases
You Attitude	No jargons, Latin, Fr, abbreviation
Logical order	GP:Grand prix,Gross profit, Golden peacock
Enthusiasm	Self Confidence

# logically Speaking

Mr. Karunanidhi talks to his son

Karuna: I want you to marry a girl of my choice

Son : papa, I want to choose my bride by myself

Karuna: But the girl is Ambani's daughter

Son : Well, in that case...yes

# logically Speaking

Mr. Karunanidhi approaches Mukesh Ambani

Karuna: Mukesh, I have a husband for your daughter

Mukesh: My daughter is too young to be married

Karuna: But this young man is a vice president of  
World Bank

Mukesh: Really? in that case...yes

# logically Speaking

Next he approaches the President of World Bank

Karuna : Mr. President, I have a young man to be recommended as a vice president in your bank

President: I already have more vice presidents than I need

Karuna : But Mr. President, this young man is Ambani's son-in-law.

President: Is it? Well, in that case...yes

# Advantages of oral communication

Time Saving

Effortless

Cost effective

Minimum Resources

Personal Touch

Prompt reply / feedback

Flexibility

# Limitations of oral communication

Time

Distance

No mechanical / electronic devices

Bulky information

Instant Feedback

No legal validity