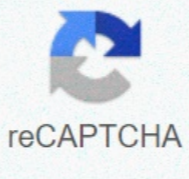




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## Sonuç yayınları 9. sınıf matematik çözümleri üslü ve köklü sayılar

Whether you're on a cell or a landline, gabbing for pleasure or getting down to business, there are certain phone etiquette rules you'd do well to remember. After all, who wants to chat with someone slurping coffee in their ear, or shouting over the TV they didn't turn off? That goes doubly if you're trying to land your dream job with a phone interview. "The worst story I've heard about that is the interviewee who took the call in a sports bar," says Elaine Swann, etiquette expert and founder of The Swann School of Protocol. "There was a big game on, and the interviewer could hear all the people shouting and cheering in the background." (The candidate did not get the job.)The fact is, manners matter, even over the phone. Make sure you're sounding your sharpest at work and in your personal life with our guide to the top phone etiquette mistakes not to make.What to Know About Cell Phone EtiquetteAccording to a recent study from the Pew Research Center, about 96% of adults in America have a mobile phone, with 81% of those people owning smartphones, up 35% from 2011. Unfortunately, far fewer than that know how to use their devices with proper decorum. There are a host of rules that come with responsible cell phone ownership, but of course, the most important one is to simply stay off of it while driving, unless your vehicle is equipped with hands-free, Bluetooth technology. Even then, use great care and keep your attention on the road, where it belongs. Mobiles should be turned off (or at least turned to silent) in places like theaters and houses of worship, unless you're a doctor or other health care professional, first responder, or caregiver to a dependent. If you do get an emergency call, excuse yourself and step outside or somewhere private. Otherwise, try not to take or make calls while in other public areas, including waiting rooms, and modes of public transportation. If you absolutely have to do so, be sure to keep your voice down, watch your language and don't discuss personal matters when others can hear you. Just think—would you want to be a bystander in your own situation? "Tone is difficult to transfer through technology." When out to dinner or in a meeting, keep your phone stashed away. If you don't, you're indicating to those present that they don't have your undivided attention. Speaking of making someone a priority, one of the greatest faux pas cell users commit is talking on their phone while paying for purchases—it's just plain rude. Instead, says Swann, "Give the person at the register your full attention."Texting Etiquette 101Depending on how you use the capability, texting can be one of modern mankind's greatest conveniences, or the bane of our existence. Think that's an overstatement? Consider the people who don't bother ending relationships over the phone anymore, much less in person. While in the very earliest stages of dating a text breakup might be permissible, many experts agree that in more committed relationships, ending a relationship in this way is hurtful to your partner, if not downright demeaning. "Breaking up is one of those things that should not be discussed via text," says Swann. "But generally, if you're not seeing eye to eye with someone and your goal is to put forth the effort to get your point across, then you should not try to communicate via text."Other big no-nos include sending or replying to texts (or emails) while in the presence of another person. "The person face-to-face with you has top priority," Swann says. "You absolutely shouldn't be texting in a meeting, or on your cell at all, really. That's unless it relates to the meeting—for example, if you need to get some information online about what you're discussing." Good texting etiquette also demands that you refrain from dashing off texts at all hours of the day or night. You wouldn't call someone at 3 a.m., unless it's an emergency. So don't text them then either—it's important to consider someone's lifestyle and what times they'd be comfortable receiving a text. And don't be one of those people that blow up people's phones with ping after ping after ping. Cut down on those annoying notifications by sending one long text, rather than 10 one-sentence texts. Swann also advises, "Tone is difficult to transfer through technology. You should pick up the phone when tone is crucial to communicating a message. That's it. No amount of emojis or exclamation points or LOLs are really going to help you transfer tone with a text."Your Guide to Phone Interview EtiquetteWant to nail that phone interview? Begin by dressing professionally for it, even if you're interviewing from your home. "This may sound strange, but don't do it in your pajamas," says Swann. "Get showered, brush your teeth, put on work clothes. It will actually change your demeanor, which will translate over the phone."When you answer the phone, announce who you are, rather than merely saying hello—and don't use the speakerphone. "That's a definite no-no for the person being interviewed," says Swann, "unless the interviewer asks you a question and you need to put the phone down to look something up."Have your résumé in hand, so you can refer to it, and a pen and paper nearby for notes. That clacking sound computer keyboards make can be irritating over the phone. Otherwise, put on a grin. "People can tell over the phone when you're smiling," Swann says. "It comes through in your voice!"Illustrations by Mary Fama. This content is created and maintained by a third party, and imported onto this page to help users provide their email addresses. You may be able to find more information about this and similar content at piano.io Long since anointed by the media (over the past year) as the NBT (next big thing), Twitter has a bunch of local customs that people new to it need to learn.I've started compiling some etiquette and best practices for using Twitter, which limits users to 140 characters. Most ideas come from other sources, to which I will give due credit. Most of these tips are most appropriate for people new to Twitter. (Apologies is any or most of the tips seem familiar to people who have used Twitter for a long time (i.e., several months). Remember, Twitter is a conversation. Ask questions; don't just pontificate. What part of 140 chars do you not understand? (Thanks to jyraxis). Discretion: Some things are better left unsaid. So avoid stream-of-consciousness-blogging via Twitter. Check out this article about what happened when a tweet backfired. Transparency is vital — just as with any other social media. Consider quality vs. quantity. (I am going to look at what makes for a useful tweet in the next few weeks.) Many users provide links to interesting articles, information, etc. Guy Kawasaki does this many times a day. Use proper grammar. Check out Mignon Fogerty, the host of the Grammar Girl blog/podcast who tackles proper grammar usage on the popular micro-blogging site. Her tips are available at Grammar Girl's Strunk & Twite: An Unofficial Twitter Style Guide, "and include: "Don't start posts with 'I am.' You're answering the question, 'What are you doing?' It's OK to answer with fragments in a conversation." "Use proper capitalization. Typing in lowercase doesn't save characters; it's just lazy." I totally support this tip. "Don't use abbreviations such as 4U and L8...Shorthand symbols such as >, =, &, and @ are allowed." "Use numerals, not words, for all numbers." "If you can't say it in 140 characters, reevaluate whether you should be posting it at Twitter." "Provide links and context whenever possible. Remember that many of your followers can't see what you are responding to." If people follow you, it's polite to "follow" them back. However, because of that, be careful about adding too many people at one time — that's the Twitter version of spamming. People will think you're trying to sell/hype something rather than start a conversation. It's really about conversation. When I tweeted about writing a blog on etiquette, I got a lot of response. But be careful contacting someone you don't know — like in real life, you could be seen as butting into someone else's conversation. If they don't know you, they may not respond. (A better way to initiate a conversation would be to comment on that person's blog. That assumes, of course, that the person has a blog.) In fact, according to jlohanzen in a tweet written after my first draft of this article, he said, "First rule of Twitter is 'Don't be creepy' after that, Right and Wrong are dependent on social contract of your friends/follows. To which Nedra said, "Sadly, the creepy people don't realize they're being creepy." See, how the conversation idea works? Check out some other articles: Twitter + Etiquette = Twitterette?, Twitter Fan Wiki, and "The 10 rules of Twitter (and how I break every one)" by Robert Scoble.Of course, there may be a rule that I've just broken, according to a comment on Scoble's blog, Scobleizer: Don't blog about how you use Twitter. Last Updated on July 20, 2021 You're standing behind the curtain, just about to make your way on stage to face the many faces half-shrouded in darkness in front of you. As you move towards the spotlight, your body starts to feel heavier with each step. A familiar thump echoes throughout your body - your heartbeat has gone off the charts.Don't worry, you're not the only one with glossophobia(also known as speech anxiety or the fear of speaking to large crowds). Sometimes, the anxiety happens long before you even stand on stage.Your body's defence mechanism responds by causing a part of your brain to release adrenaline into your blood - the same chemical that gets released as if you were being chased by a lion.Here's a step-by-step guide to help you overcome your fear of public speaking:1. Prepare yourself mentally and physicallyAccording to experts, we're built to display anxiety and to recognize it in others. If your body and mind are anxious, your audience will notice. Hence, it's important to prepare yourself before the big show so that you arrive on stage confident, collected and ready."Your outside world is a reflection of your inside world. What goes on in the inside, shows on the outside." - Bob ProctorExercising lightly before a presentation helps get your blood circulating and sends oxygen to the brain. Mental exercises, on the other hand, can help calm the mind and nerves. Here are some useful ways to calm your racing heart when you start to feel the butterflies in your stomach:Warming upIf you're nervous, chances are your body will feel the same way. Your body gets tense, your muscles feel tight or you're breaking in cold sweat. The audience will notice you are nervous.If you observe that this is exactly what is happening to you minutes before a speech, do a couple of stretches to loosen and relax your body. It's better to warm up before every speech as it helps to increase the functional potential of the body as a whole. Not only that, it increases muscle efficiency, improves reaction time and your movements.Here are some exercises to loosen up your body before show time: Neck and shoulder rolls - This helps relieve upper body muscle tension and pressure as the rolls focus on rotating the head and shoulders, loosening the muscle. Stress and anxiety can make us rigid within this area which can make you feel agitated, especially when standing. Arm stretches - We often use this part of our muscles during a speech or presentation through our hand gestures and movements. Stretching these muscles can reduce arm fatigue, loosen you up and improve your body language range. Waist twists - Place your hands on your hips and rotate your waist in a circular motion. This exercise focuses on loosening the abdominal and lower back regions which is essential as it can cause discomfort and pain, further amplifying any anxieties you may experience. Stay hydratedEver felt parched seconds before speaking? And then coming up on stage sounding raspy and scratchy in front of the audience? This happens because the adrenaline from stage fright causes your mouth to feel dried out.To prevent all that, it's essential we stay adequately hydrated before a speech. A sip of water will do the trick. However, do drink in moderation so that you won't need to go to the bathroom constantly.Try to avoid sugary beverages and caffeine, since it's a diuretic - meaning you'll feel thirstier. It will also amplify your anxiety which prevents you from speaking smoothly.MeditateMeditation is well-known as a powerful tool to calm the mind. ABC's Dan Harris, co-anchor of Nightline and Good Morning America weekend and author of the book titled10% Happier , recommends that meditation can help individuals to feel significantly calmer, faster.Meditation is like a workout for your mind. It gives you the strength and focus to filter out the negativity and distractions with words of encouragement, confidence and strength.Mindfulness meditation, in particular, is a popular method to calm yourself before going up on the big stage. The practice involves sitting comfortably, focusing on your breathing and then bringing your mind's attention to the present without drifting into concerns about the past or future - which likely includes floundering on stage.Here's a nice example of guided meditation before public speaking:2. Focus on your goalOne thing people with a fear of public speaking have in common is focusing too much on themselves and the possibility of failure.Do I look funny? What if I can't remember what to say? Do I look stupid? Will people listen to me? Does anyone care about what I'm talking about?Instead of thinking this way, shift your attention to your one true purpose - contributing something of value to your audience. Decide on the progress you'd like your audience to make after your presentation. Notice their movements and expressions to adapt your speech to ensure that they are having a good time to leave the room as better people.If your own focus isn't beneficial and what it should be when you're speaking, then shift it to what does. This is also key to establishing trust during your presentation as the audience can clearly see that you have their interests at heart.3. Convert negativity to positivityThere are two sides constantly battling inside of us - one is filled with strength and courage while the other is doubt and insecurities. Which one will you feed?What if I mess up this speech? What if I'm not funny enough? What if I forget what to say?It's no wonder why many of us are uncomfortable giving a presentation. All we do is bring ourselves down before we got a chance to prove ourselves. This is also known as a self-fulfilling prophecy - a belief that comes true because we are acting as if it already is. If you think you're incompetent, then it will eventually become true.Motivational coaches tout that positive mantras and affirmations tend to boost your confidants for the moments that matter most. Say to yourself: "I'll ace this speech and I can do it!"Take advantage of your adrenaline rush to encourage positive outcome rather than thinking of the negative 'what ifs'.Here's a video of Psychologist Kelly McGonigal who encourages her audience to turn stress into something positive as well as provide methods on how to cope with it:4. Understand your contentKnowing your content at your fingertips helps reduce your anxiety because there is one less thing to worry about. One way to get there is to practice numerous times before your actual speech. However, memorizing your script word-for-word is not encouraged. You can end up freezing should you forget something. You'll also risk sounding unnatural and less approachable."No amount of reading or memorizing will make you successful in life. It is the understanding and the application of wise thought that counts." - Bob ProctorMany people unconsciously make the mistake of reading from their slides or memorizing their script word-for-word without understanding their content - a definite way to stress themselves out.Understanding your speech flow and content makes it easier for you to convert ideas and concepts into your own words which you can then clearly explain to others in a conversational manner. Designing your slides to include text prompts is also an easy hack to ensure you get to quickly recall your flow when your mind goes blank.One way to understand is to memorize the over-arching concepts or ideas in your pitch. It helps you speak more naturally and let your personality shine through. It's almost like taking your audience on a journey with a few key milestones.5. Practice makes perfectLike most people, many of us are not naturally attuned to public speaking. Rarely do individuals walk up to a large audience and present flawlessly without any research and preparation.In fact, some of the top presenters make it look easy during showtime because they have spent countless hours behind-the-scenes in deep practice. Even great speakers like the late John F. Kennedy would spend months preparing his speech beforehand.Public speaking, like any other skill, requires practice - whether it be practicing your speech countless of times in front of a mirror or making notes. As the saying goes, practice makes perfect!6. Be authenticThere's nothing wrong with feeling stressed before going up to speak in front of an audience.Many people fear public speaking because they fear others will judge them for showing their true, vulnerable self. However, vulnerability can sometimes help you come across as more authentic and relatable as a speaker. Drop the pretence of trying to act or speak like someone else and you'll find that it's worth the risk. You become more genuine, flexible and spontaneous, which makes it easier to handle unpredictable situations - whether it's getting tough questions from the crowd or experiencing an unexpected technical difficulty.To find out your authentic style of speaking is easy. Just pick a topic or issue you are passionate about and discuss this like you normally would with a close family or friend. It is like having a conversation with someone in a personal one-to-one setting. A great way to do this on stage is to select a random audience member(with a hopefully calming face) and speak to a single person at a time during your speech. You'll find that it's easier trying to connect to one person at a time than a whole room.With that said, being comfortable enough to be yourself in front of others may take a little time and some experience, depending how comfortable you are with being yourself in front of others. But once you embrace it, stage fright will not be as intimidating as you initially thought.Presenters like Barack Obama are a prime example of a genuine and passionate speaker:7. Post speech evaluation>Last but not the least, if you've done public speaking and have been scarred from a bad experience, try seeing it as a lesson learned to improve yourself as a speaker.Don't beat yourself up after a presentationWe are the hardest on ourselves and it's good to be. But when you finish delivering your speech or presentation, give yourself some recognition and a pat on the back.You managed to finish whatever you had to do and did not give up. You did not let your fears and insecurities get to you. Take a little more pride in your work and believe in yourself.Improve your next speechAs mentioned before, practice does make perfect. If you want to improve your public speaking skills, try asking someone to film you during a speech or presentation. Afterwards, watch and observe what you can do to improve yourself next time.Here are some questions you can ask yourself after every speech: How did I do? Are there any areas for improvement? Did I sound or look stressed? Did I stumble on my words? Why? Was I saying "um" too often? How was the flow of the speech? Write everything you observed down and keep practicing and improving. In time, you'll be able to better manage your fears of public speaking and appear more confident when it counts.If you want even more tips about public speaking or delivering a great presentation, check out these articles too:



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