

## **Giving Directions**

It is used to perform particular task, to reach a particular place, to use a certain instrument effectively etc.

### Ways of Giving Directions

There are two ways of Giving Directions 1. Written directions 2. Oral Directions.

#### 1. Written Direction

You should begin where you want your reader to begin i.e. 'what' .Educate your reader regarding what you're writing. Once the reader is clear about what s/he is going to learn to do, inform her/him what s/he needs to have to perform that task. Mention the uses and connection of each step with the previous and the following step.

While directing a person through a written document five major features are to be kept in the mind.

1. Clarity
2. Brevity
3. Directness
4. Correct and
5. Completeness

#### 2. Oral Direction

Oral skills of giving direction need to be honed. The advantages of oral communication is that you can use body language and physical material like maps, models, routes, demonstration items to communicate effectively. A good thought process and a thorough analysis and research is necessary.

Organize your ideas so that it will not only give you clarity but also it will help you in highlighting the problems in the process. Organize the steps in a chronological order by going thoroughly through the material you have collected. Once you start your oral presentation you cannot stop or pause to fetch points so arrange the material according to your requirement. Make a clear list of drawbacks, problems that might occur in the whole process and inform how a person who takes up the task can overcome/safeguard /rise from the obstacles.

Begin your presentation with an effective introduction use simple and clear language & make sure what they are going to learn. While describing each step ensure that the listeners are following and use attention grabber techniques. Effective participation of the audience is

possible only when you can reach all of them. Thus, your directions should be complete, clear, brief, easy to follow and correct in information.

Do some research regarding some common landmarks that can be located by anyone and everyone. Clarity regarding landmarks gives audience clear pictures.

**Non-Verbal communications**

It is very significant as it conveys the message effectively. The gesture you use to communicate can be controlled and modified if necessary.

Maintaining optimum speed , audible pitch, correct pronunciation and intonation along with enunciation would certainly help the speaker to have a good hold on the audience attention.

Finally, make the conclusion interesting by summarizing the whole process.

a. Listening Skills

Distinguish between Good Listeners and Bad Listeners

<i>To listen effectively</i>	<i>The Bad listener</i>	<i>The Good listener</i>
1. Find read of interest	Tunes out dry subjects	Asks”what’s in it for me?”
2. Judge content not dilevery	Tunes out if delivery is poor	Judges content;skips delivery errors
3. Hold your fire	Tends to enter into argument	Interrupts to clarify
4. Listen for ideas	Listen for facts	Listen for central theme
5. Be flexible	Takes extensive notes using one system	Takes fewer notes;uses 4-5 diff.systems depending on the speaker.
6. Resist distractions	Is directed easily	Fights or avoids distractions;tolerates bad habits;knows how to concentrate
7. Keep your mind open	Reacts to emotional words	Interprets emotional words;does not get hung up on them

b. Writing Skills:

Writing is a skill that can be tuned by regular practice .Hve the ideas springing in your brain and arrange them in an order. Once all the major ideas are arranged in an order expand them into paragraphs. While expanding the ideas into paragraphs the following features should be there

1. Each paragraph should express one or more ideas.

2. Proper logical linking should be there.
3. Clarity, logical thinking and cohesiveness are important features of a paragraph.
4. Simple and plain English is the norm of the day.

### Conclusion

To develop your understanding about any topic you should be reading listening and speaking about variety of topics. This not only helps to gain knowledge on variety of subjects but also develops your vocabulary.