

# **GRADUATE SUCCESS ATTRIBUTES**

**UHMT1012 (Sections 23 & 26)  
UHAK1012 (Section 34 & 35)**

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**Assoc. Prof Dr Azlan bin Mohd Zain  
School of Computing, UTM**

**[azlanmz@utm.my](mailto:azlanmz@utm.my)**

A decorative graphic on the left side of the slide features three balloons: a light green one at the top, a light blue one in the middle, and a light purple one at the bottom. Each balloon is attached to a thin, curved string and has several small, yellow, triangular shapes radiating from its base, resembling streamers or confetti.

# **UTM - Graduate Success Attributes**

## **1. COMMUNICATION SKILLS**

A decorative graphic on the left side of the slide features three balloons in shades of green, blue, and purple, each with yellow streamers and triangular flags. The balloons are arranged vertically, with the green one at the top, the blue one in the middle, and the purple one at the bottom. The streamers and flags are scattered around the balloons, creating a festive and celebratory atmosphere.

# Tips for Effective Communication



# Introduction

- What is the importance of information?
- What is the effect of incomplete Information?

# Which are Important points to improve communication skills?

1. Communication skills = 10% words + 30% (tone + tuning) + 60% body language.

- What is tone?
- What is tuning?
- What is body language ?
- What is miss communication?

# Which are Important points to improve communication skills?

1. Confidence
2. Enthusiasm (Zeal) / Passion
3. Clear objective / Aim
4. Self prepared script
5. Subject matter
6. Effective start
7. Clear voice



# Which are Important points to improve communication skills?

08. Speed

09. Logical presentation

10. Audience

11. Local language

12. Effective end

13. Time limit

14. Prayer

1. Speaking



2. Writing



3. Listening



4. Reading



5. Non-verbal communication





# (1) Effective Speaking

## (A) Daily Speaking

- Remember the person to whom you are talking
- Don't put hands in your pocket
- Don't chew anything when you talk
- Avoid playing with a pen or any object
- Look at the person that you speak to
- Do take off your sunglasses
- Remain as NORMAL as you can




## (B) Public Speaking :

- Presentation
- Visual aids
- Delivery

## [a] Good Presentation :

- Always try to understand the audience.
- Keep in mind who are the audiences (gender, age, status etc.)
- Determine the general attitude of the audience to the topic.
- Analyze the mood of the audience

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- Determine the audience understanding of the subject.
  - Preview the main points
  - Limit the speech duration

## **[b] Visual Aids :**

- Use visual aids to show how things look, work and relate to one another.
- Use visual Aids to highlight information and create interest.
- Select appropriate visual Aids
- Make sure equipment works

## [c] Delivery :

- Establish eye contact
- Speak clearly
- Do not go to fast
- Be sure every one hear
- Speak in your natural style.
- Stand up straight
- Use gesture in natural appropriate way
- Encourage question
- Respond to question straight to the point

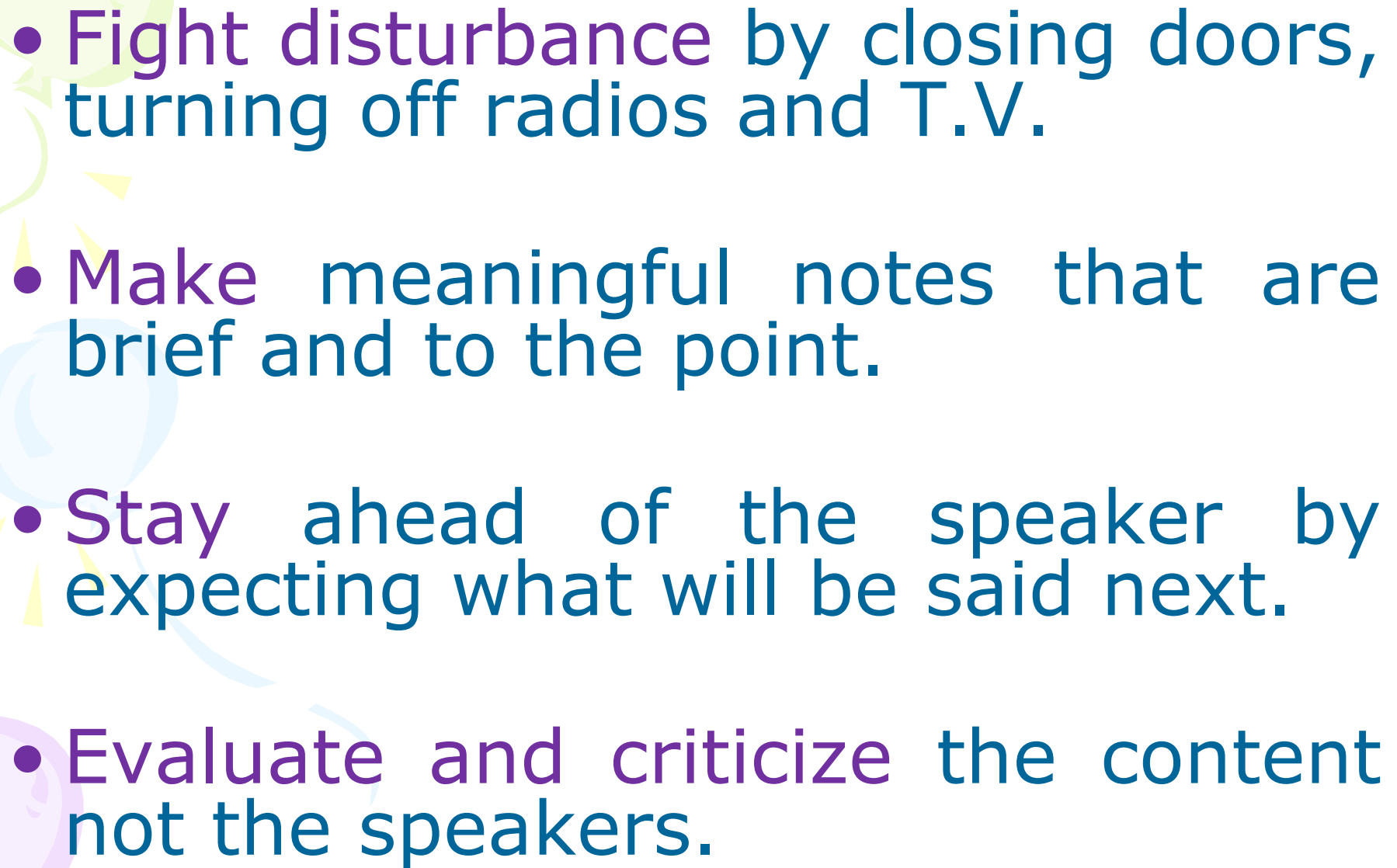
## (2) Effective Writing

- Fear of writing
- Visualize (think about) your audience
- Create a productive environment
- Make an outline or notes
- Just start
- Write the middle first
- Say thing directly
- Adopt a tone of confidence about what you say

# (3) Effective Listening

- Look beyond the speaker style by asking yourself what the speakers knows that you do not.
- Hold your rebuttal until you have heard the total message
- Listen for the central theme
- Keep an open Mind



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- Fight disturbance by closing doors, turning off radios and T.V.
  - Make meaningful notes that are brief and to the point.
  - Stay ahead of the speaker by expecting what will be said next.
  - Evaluate and criticize the content not the speakers.

## (4) Effective Reading

- Remove all disturbances like T.V. Radio etc.
- Ensure proper lighting
- Read twice for better understanding
- When you don't have the meaning of any word, use the dictionary, do not make assumptions.

# (5) Non-verbal Communication

- Gestures
- Vocal qualities
- Attitudes
- Facial expression
- Eye behavior



# 25 Funny and Interesting Gestures from around the world



<https://www.youtube.com/watch?v=2Me46ngTBvE>

# Group Project – Outdoor activity

- Arrange one fun and simple game on Gestures non-verbal communication.
- Every group needs to write the project reflection and uploaded in student e-portfolio. Only one portfolio needs to be prepared for each group. The project reflection should include game description, picture and video during the game occurred.
- Duration of the game – maximum 15 minutes
- Example of e-portfolio please visit -  
<https://eportfolio.utm.my/view/view.php?t=iMsrNPS2IE5Ly8zwocjH>



***Thank You***

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