



spoken language



spoken language



- speak clearly
- use easy sentences
- listen to

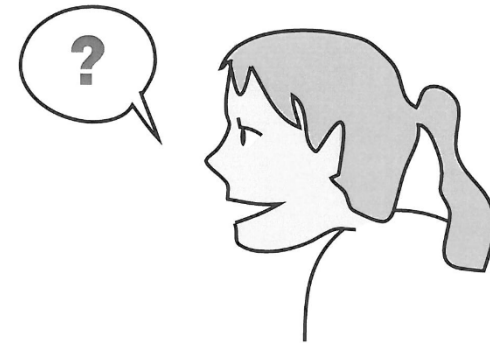




spoken language



- use easy sentences
- asking questions
- replying questions
- accepting different meanings





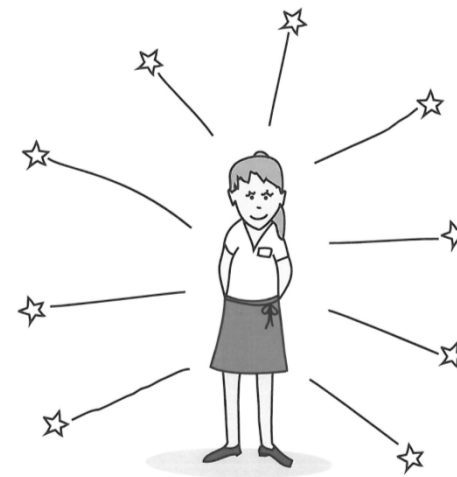
body language



body language



- physical hygiene
- tidy and neat dressing

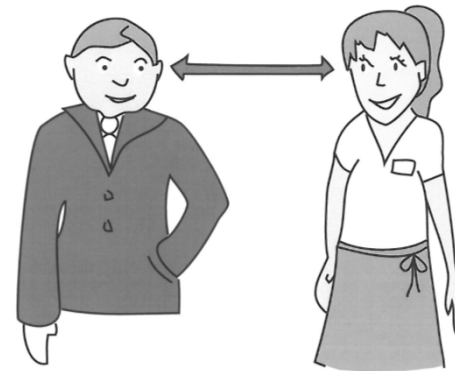




body language



- eye contact with the participants
- physical posture

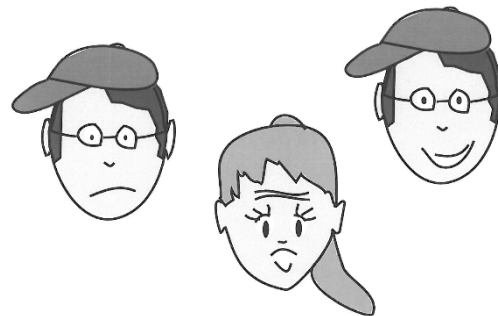




body language



- mimic
- gestures





presentation



presentation



- to speak clearly
- to speak slowly



- to speak in whole easy sentences



presentation



- enquire whether everything could be understood
- go into the given questions and reply them





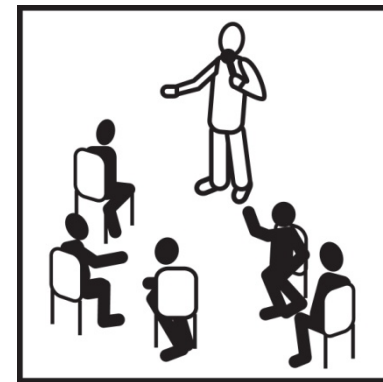
moderation



facilitation



- the facilitator leads the group
- all participants are treated equally
- he remains neutral

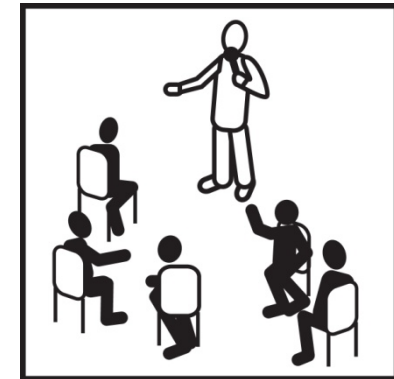




moderation



- the moderator starts the discussion with some questions
- he ends the discussion





moderation



- results of discussions shall be written on flipchart





exercises



exercises



- the task should be explained step by step
- asking whether everything could be understood





exercises



- first: the group should be divided
- then: hand out the materials to the participants





exercises



- stick to the timetable
- to be open for questions during the working time

