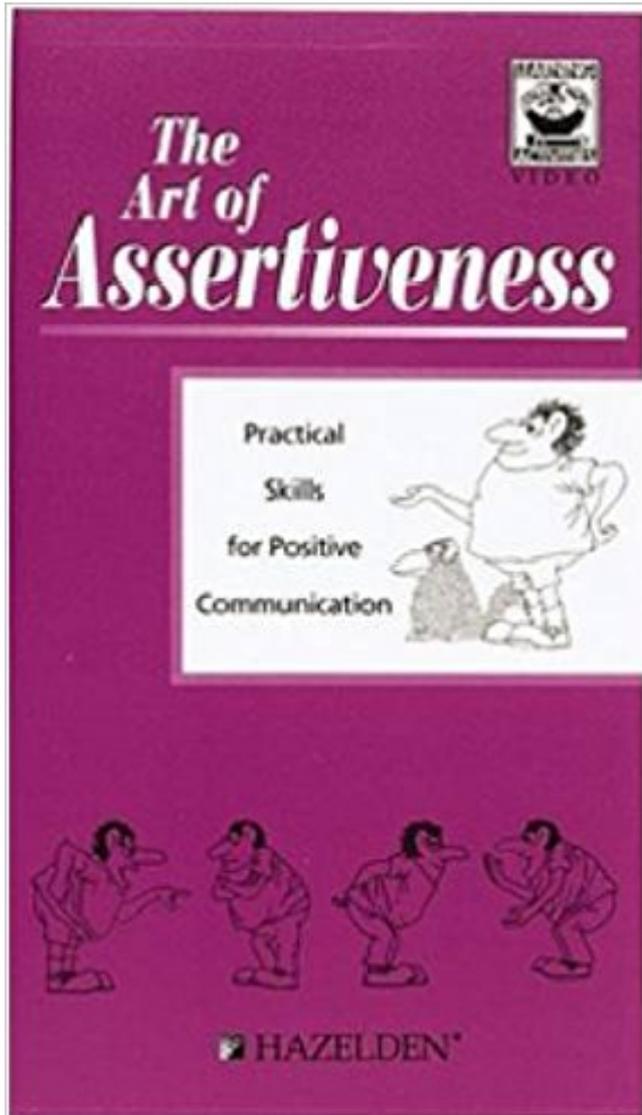


Art of Assertiveness: Practical Skills for Positive Communication PDF - Descargar, Leer



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Descripción

Open, honest communication plays an important role in a lasting recovery program. Unfortunately, communicating in a positive and constructive way is a tough assignment for most of us. Now you can better understand your communication style and develop the skills to better express your feelings with this easy-to-follow, step-by-step workbook. The skills presented in the accompanying video will help you turn potentially negative situations with friends, family and coworkers in a positive, self-fulfilling direction.

Tact and diplomacy are methods used to aid effective communication, especially during negotiation and when attempting to be persuasive or assertive. . As well as a level of common sense, good judgement and practice in various situations, the effective use of tact and diplomacy relies on some other key skills, namely:.

Assertive responses promote fairness and equality in human interactions, based on a positive sense of respect for self and others. . Today, assertiveness training is used as part of communication training in settings as diverse as schools, corporate boardrooms, and psychiatric hospitals, for programs as varied as substance.

Like a skilled craftsman, it takes time and practice to perfect those skills. People who . The research on power and influence shows that there are twenty-eight skills associated with influence effectiveness. These skills fall into four categories: communication and reasoning, assertiveness, interpersonal, and interactive.

In this practical communication course you will learn the most important skills and tips about effective communication, how to effectively convey your message, use . some assertiveness techniques; Dealing with different types of people and different communication styles; Concrete and specific communication: say what you.

Art of assertiveness : practical skills for positive communication.

<http://viha.andornot.com/permalink/12606>. Hermes, Sheila. Center City MN: Hazelden , 1998.

Location: NRGH Library. Call Number: WM 425 H376 1998 DVD. More detail. Author:

Hermes, Sheila. Place of Publication: Center City MN. Publisher: Hazelden.

Improve your methods of communication, be clear, confident, convincing and persuasive. Use of humour in the workplace. How to give feedback correctly with positive results. CPD ILM approved. UK London, Birmingham, Bristol, Glasgow, Leeds, Manchester, Maidstone.

You Will Learn How To. Demonstrate and model assertive behavior for win-win outcomes;

Gain self-awareness of your attitudes, behavior patterns and habits; Develop a positive, proactive response to difficult behaviors; Exhibit confidence in your ability to address challenging situations; Enhance your skill set with proven.

The scientific interest was focused on the specific application of assertiveness and assertive skills in various areas . the teaching practice not only increased the effectiveness of training activities, but it also had a positive educational.

Learn how to improve your communication skills and assertiveness and get an effective communication strategy. . Make your team aware of these key tips to take good care of your customers: 1. Availability The .. The practical approach of game-based learning courses makes negotiation skills training particularly effective.

Popular business psychology is introducing new practical skills into the area of communications. People . An introduction to assertiveness: how it differs from aggression and passivity, and how it can incorporate 'NLP' – the art and science of personal excellence; The qualities of empathy, respect, conflict of management,.

This training will give you a practical guide to improve your assertiveness and to spread your charisma through the organization. At the end of the training, you will be able to: manage properly negative emotions (anxiety, fear, rage);; communicate effectively;; advocate your ideas and your rights with a positive mood.

30 Sep 2014 . Citation: Vertino, K., (September 30, 2014) "Effective Interpersonal Communication: A Practical Guide to Improve Your Life" OJIN: The Online Journal of Issues in .. Personal life versus professional role calls us to develop and apply competent skills based

on the specific situation, and adopt an appropriate.

Being assertive is a core communication skill. Being assertive means that you express yourself effectively and stand up for your point of view, while also respecting the rights and beliefs of others. Being assertive can also help boost your self-esteem and earn others' respect. This can help with stress management, especially.

Our trainings are based always on implementation of practical tasks, which will enable obtaining additional skills and verifying the acquired knowledge, along with . and internal environment,; positive attitude – the pillars of correct communication,; the art of paraphrasing and transferring questions,; communication in phone.

Would you like to be better at communicating your ideas and feelings? This book will provide you with the tools and techniques to become a more assertive communicator. It is full of practical tips, case studies and exercises, which can be found at <http://www.uolearn.com>. These will build your skills and change the way you.

About our Communication courses Good communication skills are critical in today's society. . to enhance your skills for your own personal development, our courses provide students with the opportunity to broaden their knowledge in a range of areas including public speaking, voice power and assertive communication.

Assertive, Assertive behavior is straightforward and honest without being inappropriate or belligerent; this is the preferred communication style. . Positivity Blog, notes the following telltale signs of good (or poor) body language, and encourages others to optimize their nonverbal communication skills using a mirror at home:.

Seven Techniques for Communicating Assertively - broken record - workable compromise - fogging - positive inner dialogues - discrepancy assertion - negative feelings assertion - saying no - practical sessions; Persuasive and Influential Communication - expressing your ideas, views and requests with confidence - the art.

Having good communication skills is important. They can . This wikiHow will give you some tips on how to develop good communication skills. . Practice. Developing advanced communication skills begins with simple interactions. Communication skills can be practiced every day in settings that range from the social to the.

Listening is a communication skill that is as important as talking. . 9. How to Talk to People. Three Styles of Communication: Nonassertive. Aggressive. Assertive. In order to get what you want, you must be able to tell people what you want in a ... Activity B: Have students practice positive assertiveness, with feedback.

Assertive Communication Skills . Learn positive techniques for dealing with criticism and delivering constructive feedback to co-workers, employees, even the boss. Say no . Assess your own communication style and practice skills necessary to building better working relationships, creating buy-in and empowering others.

12 May 2017 . Whether you are a parent or work directly with teens, here you can read about some concrete social/emotional skills and useful activities that can help teens practice them. We will cover basic information about Listening skills, Assertiveness, Emotional awareness, and Nonverbal communication.

Noté 0.0/5. Retrouvez Art of Assertiveness: Practical Skills for Positive Communication et des millions de livres en stock sur Amazon.fr. Achetez neuf ou d'occasion.

NIIT is a soft skills training company offering communication skills training which includes spoken English classes, certificate programs in interview skills and more for individuals.

10 Nov 2011 . Pattern of Conflict PRACTICE, PRACTICE! Improving skills requires practice Daily practice for at least 21 days is recommended to change old behavior patterns and develop new skills ; 34. Assertive

communication... Gets to the heart of problems and.

2 Jan 2016 . You'll also learn tons of essential life skills, including active listening, assertiveness, clarifying language, the art of an apology, compassion, interviewing skills, family communication, and more. Each chapter focuses on one key aspect of communication, offers a real teen's perspective, and includes practical.

Art of Assertiveness: Practical Skills for Positive Communication [Sheila Hermes] on Amazon.com. *FREE* shipping on qualifying offers. Open, honest communication plays an important role in a lasting recovery program. Unfortunately, communicating in a positive and constructive way is a tough assignment for most of us.

From assertiveness in relationships to managing stress - our friendly and supportive courses can help you express your opinions, build your self-confidence, . Develop the skill of communicating effectively and on equal terms with others in these practical workshops designed to help you gain self esteem and confidence.

Early childhood educators can use the following activities to help young children develop and practice the assertiveness skills they need to help prevent and stop bullying. Activities for Teaching Assertiveness Skills. Activity 1: Keeping Cool. Teaching assertiveness begins with teaching simple relaxation and self-calming.

Communication Styles: Assertive Communication Examples. Assertive Communication, Communication Relationship, Relationships, Therapy Ideas, Recreational Therapy, Bipolar, Psychology, Dating, Psicologia. Build Friendships With Good Listening Skills - seek 1st to understand.

3 Nov 2015 . In Part 2 of this 4-part series, we focus on how to increase our assertive communication skills through examining case studies and learning to apply the tools to our own work situations. . Giving and receiving feedback, whether it is positive or negative, is an art. It is difficult for many of us, regardless of our.

Art of Assertiveness: Practical Skills for Positive Communication by Sheila Hermes at AbeBooks.co.uk - ISBN 10: 1592855741 - ISBN 13: 9781592855742 - Hazelden Information & Educational Services - 2009.

84 quotes have been tagged as assertiveness: Shannon L. Alder: 'Staying silent is like a slow growing cancer to the soul and a trait of a true coward. Th. . Nathaniel Branden. "It is a mistake to look at someone who is self assertive and say, "It's easy for her, she has good self-esteem." One of the ways you build self-esteem.

"Assertiveness is a skill taught by many personal development experts and psychotherapists and the subject of many popular self-help books. It is linked to self-esteem and considered an important communication skill." (Wiki) . Research your facts, and make a good case for a pay rise in a calm, unthreatening way.

Get this from a library! The art of assertiveness : practical skills for positive communication.. [Hazelden Foundation.]; -- Developed as a tool to learn new ways to communicate through understanding different communication styles, identifying your own style, and utilizing techniques that can positively impact .

What skills do good communicators use? How do these skills enhance . Conflict handling Styles”) that the most effective style of managing conflict is the Assertive. Style. The micro skills presented in the . This skill is (as you can imagine) the art of focusing on what the other person is saying. It is not the act of waiting until.

The course will provide the participant with the necessary practical tools to assertiveness; a skill which is indispensable in work, social and family situations, leaving the person feeling confident, positive, and capable to deal with difficult situations. The extent of Personal Influence and Impact is dependent on the level of.

This article will cover tips on communicating well, knowing when to speak up and when to be quiet and tips on influencing others to see your perspective. By using these . Speaking, writing, and using nonverbal cues are all methods of communicating assertiveness. This article .. p Use positive language and terminology.

How to develop confidence and communication skills to ensure positive outcomes from your interactions with others. . Being able to assert yourself and communicate effectively is key to building good working relationships. This course .. I have learned something new about assertiveness, that is of practical applicability.

When you train with Vita online Learning and Education , we teach you how to apply appropriate assertive communication skills in your day-to-day work and life situations: you will acquire practical techniques which will increase your effectiveness and productivity, and help you gain control of daily activities. Course Aims.

Assertiveness training is essentially training in communication and social skills. It teaches a way .. Role play, feedback and practice are the central techniques .. Positive. Self Talk. The power of positive self talk. Brainstorming. Trigger situations. Role play. Discussion. AC 15 'Criticism'. Later lesson in ID Section. Optional.

5 Apr 2013 . Active listening skills can have a hugely positive effect on your whole life... whether it be strengthening your relationships, gaining valuable information for your business or .. Words That Work In Business: A Practical Guide to Effective Communication in the Workplace, by Ike Lasater and Julie Stiles, 2010.

Communication Skills: Writing. Reading maketh a full man; conference a ready man; and writing an exact man. Francis Bacon. writing skills. The Recruitment and Employment Commission . A good structure will help you to express yourself more clearly, whether in a dissertation, an essay, a job application letter or a CV.

Learning. Communication. SKILLS www.practicebasedlearning.org. A resource commissioned by the Making Practice. Based Learning Work project, an educational .. contact, open posture, smiles). Student worker 1: Great! That's good to hear. (Smiles and maintains eye-contact). (Thinks- I'm doing something right! Good).

7 Positive Principles for Co-operative Communication; Assertive Communications; Assertive: Negative Inquiry & Assertive: Fogging; Body Language & Body Language Roles; Body Language Skills & Assertive Communications; Four Styles of Communication; Aggressive Communication Style; Passive Communication Style.

12 Oct 2016 . Not only is being assertive a useful skill in life, nurses are also trusted to advocate for their patients. Here are a few helpful . You can't shrink from confrontation and fall into a passive communication style because so much of nursing is about talking to people. .. Being assertive takes practice. It is neither.

Appreciate the value of assertive communication and how it helps you influence your reputation and manage your . Respecting your own rights while still maintaining, whenever possible, a positive professional . The key is to practice the Platinum Rule: Speak to others in the way they wish to be spoken to. To be a truly.

Assertiveness is the ability to communicate opinions, thoughts, needs, and feelings in a direct, honest, and .. pretty good assertiveness skills, but beware, you may be being aggressive without realising. If you score .. If you have difficulties putting these tips into practice in real life situations try role playing scenarios with a.

Part 2 Learning Activities WORKBOOK Assertiveness Practical Skills for Positive Communication Sheila Hermes, M.Ed., L.A.C. HazelDeN About the Workbook This workbook is designed to help people Part 2 Assertiveness: Practical Skills Positive Communication Learning Activities Workbook.

22 Aug 2014 . cedures, good clinical practice, and applicable regu- lations. The in-depth . The value of good communication. Monitors with strong communica- tion skills and a proactive, positive approach to interpersonal relations can provide invaluable .. The art of asking open questions also facilitates effective two-

Being Assertive shares the how to's of assertive communication and identifies other common communication styles that cause difficulties in the workplace.

It is not always easy to be assertive, and sometimes assertion is mistaken for aggression.

Assertiveness is a way of communicating in a clear and straight.

Improve your communication skills training! Our communication courses and seminars are designed to help you hone in your skills and create positive results!

Individuals need to develop an efficient personal ability and professional skills for communicating clearly and effectively. . The course will use self-analysis tools and practical examples, and will include especially how individuals can become more assertive from both gender and age sensitive perspectives in a variety of.

21 Jul 2012 . Since counselling is a conversation or dialogue between the counsellor and client, the counsellor needs certain communication skills in order to facilitate . that they are judging and labelling what the other person is saying as either right/wrong, good/bad, acceptable/unacceptable, relevant/irrelevant etc.

Download free ebooks at BookBooN.com. Effective Communication Skills. 6. Contents. 5. Basic Listening Skills. 46. 5.1. Introduction. 46. 5.2. Self-Awareness . highly interactive and provide “real world” practical techniques and methods that you can use back in the .

Communication is the art and process of creating and.

This bibliography, Communication Skills for Effective Management, was developed for use by EPA managers and staff to aid in developing and improving communication skills. It includes citations and descriptive .. Learning good listening skills will require a great deal of hard work and constant practice. (ABI/INFORM).

Building on many years of revealing research, Professor Kehoe explores the scientific foundation of communication skills and offers practical techniques for . Professor Kehoe believes that what is called active listening, when done properly, is the only aspect of the art of conversation that engages all of the ideals of.

See more ideas about Assertive communication, Therapy ideas and Communication skills. .

Communication skills - Understanding why mental filters are important Using practice sessions to help kids (and adults too) to develop stress endurance tolerance for coping .. The power of positive words & positive psychology.

Teach clients and couples to use 'I' statements, assertive communication, and more. . Our Assertive Communication worksheet includes one page of psychoeducation, and a second page of practice exercises, that will help your clients learn to use assertive communication in their own . Reflections: Communication Skill.

This highly valuable workshop shows you how to positively influence others in a range of situations at work. These include selling your ideas, winning resources and negotiating positive outc.

Being assertive at work. All you need to know in one comprehensive guide. Discover how to come across assertively and make the very best impression at work.

Assertiveness Training is a 2-day interpersonal skills course in Sydney. It will provide you with the knowledge, techniques, strategies and practical experience to: Communicate assertively and confidently; Feel more confident, in control and at ease in challenging situations; Create positive mind-sets, connect to others, build.

First, Arthur Lerner explains: “Introverted behavior is not by itself a particularly good

indicator of non-assertive or passive behavior, this is doubly true if one looks at .. As the practice goes round the triad, each gains skill in using congruent non-verbals, and each strengthens skills in recognizing and interpreting emotion.

How to Communicate: The Ultimate Guide to Improving Your Personal and Professional Relationships. New York: Fine. (Practical exercises for developing communication, negotiation and assertiveness skills.) Self-help: coping with living single Broder, M. (1988). The Art of Living Single. New York: Avon. (Gives practical.

based training program Communication Intelligence – Being Assertive. You may make as many . There is a great deal at stake. They need to make a positive impression on potential sponsors in order . From a practical point of view, assertiveness is a skill that enables us to prevent and resolve problems that may be.

Art of Assertiveness: Practical Skills for Positive Communication, Descargar ebook online Art of Assertiveness: Practical Skills for Positive Communication Libre, lectura libre del ebook Art of Assertiveness: Practical Skills for Positive Communication En línea, aquí puede descargar este libro en formato PDF de forma gratuita.

25 Apr 2012 . Assertive people always do well in the business world because they know how to communicate effectively and earn respect. So how do you become assertive as . Being assertive is positive and will only encourage other people to react in a reasonable and mature manner. In business, it is the best way to.

Using direct communication can reduce conflict and enhance your personal and work relationships, and build your self-confidence. It is helpful to imagine assertiveness as the middle ground between aggression and passivity. By following a few simple suggestions, you can learn the skills to be more assertive in your.

This programme provides practical guidance for anyone who needs to develop their assertiveness skills for a range of workplace situations. Delegates will . Persuasive and Positive Communication . English and Maths skills are vital for employment and to secure a place on courses at a higher level, including university.

You can learn to be more assertive over time by identifying your needs and wants, expressing them in a positive way, and learning to say "no" when you need to. You can also use assertive communication techniques to help you to communicate your thoughts and feelings firmly and directly. It likely won't happen overnight.

Communicating assertively is not a skill reserved for the very few – anyone can do it - but, it does take time and practice if it is not how you are used to communicating. Fortunately, it is a technique you can practice and master at home in your own time – either by yourself or with a friend you can trust to give you honest.

12 Feb 2013 . Dealing with those consequences is far better than dealing with those of living an anxious, thwarted life. Assertiveness takes time. Don't think you'll magically become assertive simply by reading this article. Assertiveness takes time and practice. You'll have good days and bad days. Just be persistent with.

others in their personal and professional lives. Theory and practical skills include issues in listening, conflict resolution, assertiveness, and non-verbal communication. Emphasis is on the application of these and other communication skills to the daily lives of the class members. Three class hours. Visual and Performing Arts.

Our Assertiveness training course provides practical advice and techniques to boost your confidence and build self-esteem. . I have many good memories to take with me and put into action. . Not only to improve your communication skills at work but also to have a serious impact on your way of thinking in daily life.

9 Jun 2015 . Great communication separates a good business from a great one. In this post . Some people tell you it's the art of identifying and seizing an opportunity—the union of preparation and luck. Some say .. The goal is to get them to talk and relax, and give you the opportunity to practice those listening skills.

Assertiveness is about clear, open, confident communication that maintains mutual respect and leads to positive outcomes for individuals and the organisation. Assertive behaviour does not come naturally to many people, but with the right insights and guidance anyone can learn to be assertive. This practical one day.

Take an Assertiveness Skills course with Communicaid, one of the world's leading providers of Assertiveness Skills training courses. . Direct or indirect methods of communication; Use assertive and positive language – make your message clear; Body language and non-verbal signals; The art of saying 'no'; Giving and.

26 Sep 2013 - 23 min - Uploaded by SkillPathHonest communication takes courage. This program is a fresh take on solving communication . 22 May 2016 . If Assertiveness were easy then we would all be clear communicators but it is a skill that takes time, patience and practice. It is often frustrating for persons who tend to be more aggressive because there is not that instant gratification. It is often scary and intimidating for persons who are more passive.

Assertive communication style is fundamental to personal and professional success in the 21st century as compared to the passive and aggressive styles of the previous centuries. . a communication & interpersonal skill in which you stand up for yourself while respecting the rights of others (The Art of Being Assertive)."

<https://www.sydneycommunitycollege.edu.au/course/LC.NLP>

In this month's installment, we'll talk about how to help preschoolers develop the art of assertive communication. The material presented in this article and the previous one can be found in a wonderful book entitled, Beyond Behavior Management by Jenna Blimes. Depending on their personalities and experiences, children.

13 Jan 2012 . Teaching children the art of being assertive, confidently asserting your wants and needs without imposing those wants and needs on others, is one of the most . When grocery shopping, at the mall, or at the movies, be sure to use effective communication skills when seeking help or talking to others.

Career coaching: building on your strengths, focusing your energy and interview preparation. Assertiveness Training: how you come across to people and what the differences are between aggression and assertiveness. Fine tuning your communication styles. Communication Skills: body language, vocal delivery, positive.

30 Jan 2017 . Handouts such as these can help clients practice assertive communication in individual as well as group settings. A group therapy setting is especially helpful to practice improving communication skills with other group members representing challenging people in their personal lives, within the support and.

Positive communication will certainly increase the opportunities you find in your career and business. Having good communication skills will enable you to get ahead in certain areas where others who are less assertive may not succeed. A few things to keep your eyes on while practicing the fine art of communication are:.

With an emphasis on mastering assertive communication skills and tools to take careers to the next level of success, This series is perfect for anyone looking to stop the self-sabotage . Loaded with practical tools, not just feel-good fluff, this program can help you recapture joy and rediscover your energy and enthusiasm

23 Dec 1997 . Title, The Complete Art of Assertiveness Program Collection: Practical Skills for Positive Communication. Author, Sheila Hermes. Publisher, Hazelden, 1997. ISBN, 1616492511, 9781616492519. Export Citation, BiBTeX EndNote RefMan.

This Communication training manual was developed as a result of the UNICEF Social Work Summer School 2005 that focussed on the development of practical communication skills in social work. It was recognised that the content of this training was very important and needed to be cascaded throughout Kazakhstan by.

Assertive. skills. This is the art of using clear and direct communication to persuade others to do what you want them to do, without being dictatorial. When dealing with pupils you will need to be assertive, but in a friendly and sensitive way, sometimes with safety in mind. Being assertive enables you to: ○ be direct and to ask.

'Utter Brilliance' – the Art of Effective Communication. . blend' of all other courses, covering the key elements of effective communication – presentation skills; team dynamics and leadership; assertiveness to dealing with 'difficult situations. . The longer timeframe allows for practical skills learned to be put into practice.

31 Jan 2011 . Assertive communication is a skill that requires persistence and practice. You can master the art by attending Assertiveness Skills training. In addition, trainers can also use Assertiveness Skills Training Materials and courseware to setup courses on assertiveness and train others on this important behaviour.

There are seven main areas of interpersonal communication that Fred fails at with his workers, and this has led to his immediate termination after working only one month. The seven areas are: Verbal communication; Non-verbal communication; Listening skills; Negotiation; Problem-solving; Decision-making; Assertiveness.

Drawing from the performing arts, our unique range of Communication Skills training courses are designed specifically for business. Book Your FREE consultation.

Complete Art of Assertiveness Program Collection: Practical Skills for Positive Communication. Av Sheila Hermes. Nettpris: 2.196,-. Sjøkk pris i din lokale Akademikabokhandel. Her har vi også pensumpakker og APP-tilbud. Format: Pakke. To order. Forventet leveringstid: 10-20 arbeidsdager.

Learn how to communicate effectively with our positive language communication skills workshop, designed to improve relations between colleagues & customers. . All workshops are practical and interactive and include hand-outs and workshop materials. Workshops take place on the client's premises during office hours.

Assertiveness Skills - the art of confident communication. A 1-day workshop. The ability to respond confidently and assertively is a key business skill. Assertive people are more effective at work and better able to handle what might be considered difficult situations. This fascinating and

practical workshop is for everyone.

Art of Assertiveness: Practical Skills for Positive Communication (DVD) - Common [By (author) Sheila Hermes] on Amazon.com. *FREE* shipping on qualifying offers. Art of Assertiveness: Practical Skills for Positive Communication.

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