

Kasbo

Quluubtooda!

Aqoonta Fagaare Ka Hadalka

PDF Version
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Xamse Tudhaale

Hordhac

Buug yarahan (PDF-ka) ah waxa uu si kooban oo qotodheer uga hadlayaa cilmiga fagaare ka hadalka iyo waxyaabaha aasaasiyaadka u ah, sida khudabadaha iyo noocyadooda, inta loo qaybiyo iyo waliba waxyaabaha ay tahay in uu iska ilaaliyo madal ka hadluhu/ hadal soo jeediyuhu.

Hibayn

Buug yarahan, waxa aan u hibeeyey; dhammaan dhallinyarada jecel in ay kor u qaadan, xogta ay ka hayaan aqoonta fagaare ka hadalka.

F.G: Buug yarahani waa mid aan ula baxay sadaqo ahaan, maan saamixin ciddii u isticmaasha ujeed ganacsi, faafi oo la wadaag qof walba oo u baahan; si uu uga faa'idaysto.

Wixii talo iyo tusaaleba ah iigu soo hagaaji:

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Hordhac: Faa'iidooyinka Barashada Fagaare Ka Hadalka.

- In ay kobocdo awoodda aqooneed ee Fagaare ka hadalku
- In uu qofku helo Kalsooni uu ku soo bandhigi karayo afkaartiisa wanaagsan iyo waliba xogta uu rabo in uu la wadaago koox gaar ah ama mid guud.
- In uu qofku horumariyo Aftahanimadiisa.
- In uu qofku noqdo mid awood u leh in uu yeesho xirfadda ka dhaadhicinta (Persuasive Skill), taas oo ka saacidaysa in uu ahaado mid hadalkiisu mar walba saamayn ku yeesho cidda uu la hadlo.
- In uu qofku barto Hanaanka Diyaarinta Qudabaha
- In uu qofku barto kasbashada quluubta dadka

1: Madal/Fagaare ka hadalka iyo Qeexitaankiisa

- Fagaare ka hadalku waa hab iyo hanaan cilmiyaysan oo uu qof ula hadlayo koox dad ah, si uu uga dhaadhiciyo farriin uu sido.
- Fagaare ka hadalku waa habka uu qofku ula hadlayo koox dad ah oo qaabaysan; hanaan u kas ah, si uu u saameeyo, u madadaaliyo amba uu wax uga dhaadhiciyo.
- Fagaare ka hadalku waa awoodda aftahanimo ee lagu kasbado quluubta dadka.
- Fagaare ka hadalku waa awoodda aftahanimo ee lagu kasbado quluubta dadka.

Fagaare Ka Hadalka iyo Shaqada:

- ✓ Wuxuu kaa caawinayaa in ay fikradaadu noqoto mid aad si fiican u gudbiso marka shirarka la iskugu imaado.
- ✓ In aad horumariso fikradaha ganacsi ee shaqadaada iyo shirkada aad la shaqaynayso.
- ✓ In aad yeelato awood xidhiidh oo saamayn leh
- ✓ In aad yeelato saamayn
- ✓ In aad noqoto qof heer garaadkiisu cabireed sarreeyo

- ✓ In aad noqoto qof haldoor u ah shaqaalaha, markay noqoto dhanka aftahanimada iyo kasbashada quluubta.

Fagaare Ka Hadalka iyo Waxbarashada

- ✓ In aad noqoto mid dhiirran oo awood gudbineed leh
- ✓ In ay kalsoonidaada waxbarashado kor u kacdo
- ✓ In aad hoggaamiso oo aad noqoto mid ka dhex muuqda Ardayda.
- ✓ In aad yeelato saamayn
- ✓ In aad noqoto mid aanay dhib ku haynin in uu soo bandhigo fikradihiisa ama casharada loo diro, ugana soo baxa sida ugu quruxda badan

Fagaare Ka Hadalka: Rususha Iyo Culimada Fidinta Diinta Islaamka

- ✓ “ Hadal caddaantu waa sixir” « ن من ال ب يان لسحرًا »
Xadiis Nabi Maxamed (N.N.KH.) laga soo wariyay.

(وَأَخِي هَارُونُ هُوَ أَفْصَحُ مِنِّي لِسَانًا فَأَرْسَلَهُ مَعِيَ)

34 Suratul Daah.

- ✓ Fagaare Ka hadalku waxa uu qayb wayn ka qaatay fiditaanka Diinta Islaamka marka laga eego Rusushii kala duwanayd ee Alle (S.W.T) soo diray iyo waliba Culimada Islaamka
- ✓ Guud ahaan Culimada Saamaynta leh ee Islaamku waxa ay ahaayeen kuwo leh awoodda Fagaar/Madal ka hadal.

2: Cabsida Fagaare ka hadalka

Cabsida fagaare ka hadalku (Gloss phobia) waa cabsida uu qofku ka cabsado in uu ka hor hadlo koox dad ah.

Dad badan ayaan leh cabsidan fagaare ka hadalka; taas oo saamayn wayn ku yeelatay noloshooda, kana hor istaagtay in ay soo bandhigaan afkaar faa'ido badan leh oo bulshada anfici lahaa.

3: Astaamaha Cabsida Fagaare Ka Hadalka:

- Gacmo gariir iyo lugo gariir aan la xakamayn karayn
- Dhidid fara badan iyo daganaansho la'aan maskaxeed
- Hadalka oo ku adkaada qofka hadlaya
- Kalmadaha oo iskaga dhex yaaca qofka
- Qofka oo aan si toos ah u eegin dadka uu la hadlayo
- Qofka oo ku mashquula waxa uu gacanta ku hayo sida qalinka ama waraaqda cidiyaha gacmahana cuna
- Qofka oo ka baxa mawduuca kuna soo noqon kari waaya
- Qofka oo uu wadnuhu aad u gariiro ilaa uu gaadhayo xad garaaca wadnihiisa uu maqlo

4: Tabaha Lagu yareeyo cabsida

- In uu qofku isku dayo isbdel fikireed in uu la yimaado, sababta oo ah waxa uu wax walba ka bilaabmaa waa maskaxda.
- Tallaabo yar ku bilow oo isku day in aad koox asxaabtaada ka mid ah ama kooxda aad tabobarka la qaadato aad u soo diyaariso qudbad kooban oo aad la wadaagto

- Isku day in inta lagu jiro tabobarka fasalka dhexdiisa aad ka qayb qaadato wixii su'aalo ah ee uu tababaruhu idin waydiiyo
- Samee 21 cisho oo isbedel fikireed ah adiga oo isticmaalaya hal caado oo aad samayso maalin walba
- Isku day in aad duubto daawashooyin iyo dhagaysiyo adiga oo isticmaalaya Teleefan gacmeedkaaga (Mobile)
- Ku dedaal in aad muujiso geesinimo iyo calool adayg
- Waqtiga aad u diyaar garoobayso in aad dadka soo hor istaagto isku day in aad isa soo tijaabiso ka hor inta aanad fagaaraha imanin
- Si balaadhan u sii diyaari oo waqti gali farriinta aad rabto in aad la wadaagto asxaabtaada ama Dadka ku daawanaya
- Ka saar maskaxdaada fikirka khaldan ee ah in aanad awoodayn in aad dadka ka hor hadashid
- Isku day in aad ogaato nooca cabsi ah ee ku haysa, sida in aad ka cabsato indhaha dadka, kalsooni la'aan aad ka soo qaaday habka aad u diyaarisay mawduuca IWM.

Maxaynu u Hadalna:

- In aynu xidhiidh la samayno dadka inagu xeeran
- In aynu xog siino dadka inagu xeeran
- In aynu wax barno dadka inagu xeeran
- In aynu madadaalino dadka inagu xeeran

Cutubka Labaad

- **Qaybaha Qudbadda**
- **Diyaarinta Qudbadda**
- **Qiimaynta Qudbadda**
- **Luuqad Jidheedka**

➤ **Qaybaha Qudbadda**

Qudbaddu waxa ay u qaybsantaa 5 qaybood oo kala ah:

- 1. Qudbad xog bixineed (Informational Speech)**
- 2. Qudbad Dhiirrigalinee (Motivational Speech)**
- 3. Qudbad Xafladeed (Ceremonial Speech)**
- 4. Qudbad Fahamsiineed/ka dhaadhicineed (Persuasive Speech)**
- 5. Qudbad Madadaalo (Entertainment Speech)**

➤ **Diyaarinta Qudbadda**

Qudbaddu waa waa hadal diyaarsan, kaas oo ay ku jirto xog anfacaysa cidda loogu talo galay; waxaana la galiyay waqti iyo baadhis, si looga dhigo mid munaafacaad u leh, cid walba oo dhagaysata.

Si aad u diyaariso qudbaddaada, waxa aad u baahan tahay in aad ogaato cidda aad la hadlayso, Da'dooda, Heerkooda Aqooneed, Waxa ay aaminsan yihiin, Dhaqankooda, Mawduuca aad ka hadlayso baahida ay u qabaan iyo waliba Meesha aad ka hadlayso laftigeeda caynka ay tahay; si aad u ogaato in ay ku haboon tahay in aad wax ka soo jeediso, sidoo kalena leedahay qalabkii aad u baahnayd si aad uga hadasho.

Intaas ka dib waxa aad u baahan tahay Tallaabooyinkan in aad qaado, si aad u diyaariso qudbad qurux badan oo soo jiidata cidda aad u jeediso:

1. Ogoow sababta aad doonayso in aad u hadasho:

Tani waxa ay kuu sahlaysaa mawduuca aad ka hadlayso iyo saamaynta uu yeelan karo, sababta oo aah ujeedka ka danbeeya hadalkaagu; waxa uu jaangoynayaa natiijada kuu soo baxaysa.

Marka kasta oo aad si fiican uga warqabto ujeedka aad u hadlayso, waxa aad helaysaa natiijo ku

qancisa, sababta oo ah wax aan laga lahayn ujeedo, ma sameeyo macno qiimo ku fadhiya

2. Iswaydii Aqoonta aad u leedahay Mawduuca aad ka hadlayso:

In aad iswaydiiso heerka aqooneed ee aad u leedahay mawduucan aad doonayso in aad ka hadasho, waxa ay kaa dhigaysaa mid garanaya xogta ka maqan ee uu u baahan yahay iyo xaddiga xogeed ee uu ka hayo mawduucan, taas oo qayb ka noqonaysa baadhista aad ku samaynayso mawduucan.

3. U qaybi Mawduuca qaybo kala duwan:

In aad u kala jajabiso oo aad u kala qaybiso Mawduucaaga qaybo kala duwan oo ay ka mid yihiin:

- *Ciwaanka*
- *Kalmadda Furfurashada Qudbadda*
- *Xogta oo ah mucda Mawduucaaga*
- *Gebogebada Mawduucaaga iyo Kalmadda soo xidhista qudbadaada*

Intani waxa ay qayb wayn ka qaadanayaan heerka saamayn iyo raadaynta ay ku yeelan karto cidda aad la hadlayso (Dhagaystayaasha/Daawdayaashaada)

4. Xog ururin samee: Si aad u hesho, xog saamayn leh; waxa aad u baahan tahay in aad samayso xog ururin, kaas saacidada qudbadaada.

➤ **Qiimaynta Qudbadda**

Qiimaynta Qudbaddu waxaa miisaanka la saarayo isla qudbadda aad diyaarisay, taas oo laga eegayo dhinacyo kala duwan, si loo ogaado heerka tayo ee ay leedahay.

- ✓ Qiimee qaab qoraalka Qudbadaada
- ✓ Qiimee Baadhistaadu in ay tahay mid lagu kalsonaan karo
- ✓ Qiimee hab dhaca Qudbadaada
- ✓ Qiimee maxsuulka ka soo bixi kara
- ✓ Qiimee falcelinta ka soo noqon karta Dadka aad la hadlayso
- ✓ Wixii tixraacyo ah in aad sheegto ha illoobin haddii ay jiraan

Marka aad saarto miisanka, waxa kuu soo baxaya meelaha khaldan iyo meelaha aad ku saxsan tahay, taas oo kaa saacidaysa in aad saxdo meelaha kaa khaldan.

Luuqad Jidheedka

Luuqad jidheedku waa nidaam hadal oo aan ereyo ahayn, balse ah calaamado ka turjumaya waxa aad odhanayso; kuwaas oo saamayn weyn ku yeelanaya cidda aad la hadlayso, Luuqad jidheedku saamaynta uu leeyahay waa 55%, taas oo muujinaysa heerka ahmiyaddiisu le'eg tahay.

Qofba qofka uu ka luuqad jidheed badan yahay, ayuu ka saamayn badan yahay; dhanka hadalka.

Luuqad jidheedku waxa uu u qaybsamaa qaybsamaa dhawr qaybood o kala ah:

- ✓ Tilmaanta Gacmaha (Gesture)
- ✓ Goob qaadasho iyo dhaqdhaqaaq samayn (Posture and Movement)
- ✓ Dareen bixinta Wajiga (Facial Expression)

Qudbadda Wanaagsani waxa ay ka kooban tahay:

- **Kalmado (Words) 7%**
- **Luuqad Jidheed (Body Language) 55%**
- **Codka (Tone) 38%**

Cutubka Saddexaad

- **Falanqaynta Daawadayasha/Dhagaystayaasha**
- **Khaladaadka Fagaare ka hadalka**

Falanqaynta Daawadayaasha/Dhagaystayaasha (Audience Analysis)

Falanqaynta Daawadayaasha/Dhagaystayaashu waa hanaanka uu qofka hadlaya ee raba in uu mawduuc u soo bandhigo koox dad ah uu kaga helo xog ku saabsan, si uu mawduuciisaas ugu saleeyo xogta uu ka helay isla dadka uu la hadlayo; taas oo fududaynaysa in uu saamayn baaxad leh ku yeesho.

Marka aynu rabno in aynu falanqayno cidda aynu la hadlayno (Audience) si aynu uga helno xog inagu filan oo aynu ku ogaan karno, Da'dooda, Jinsigooda, Hab fikirkooda iyo waliba waxa ay aaminsan yihiin.

Waxa jirta saddex dariiqo oo loo maro si looga helo xog daawadayaasha/dhagaystayaasha (Audience)

- **Falanqaynta Da'da, Jinsiga, Diinta iyo Heerka Aqooneed ee Dadka aad la hadlayso (Demographic Analysis)**
- **Falanqaynta Habfikirka iyo waxa ay ka aaminsan yihiin Mawduuca aad rabto in aad kala hadasho (Attitudinal Analysis)**

- Falanqaynta Deegaanka/Goobta aad ka hadlayso

Saddexdan qoddob waxa ay kuu saamaxayaan in aad u soo jeediso mawduucaaga sida ugu quruxda badan ugu saamaynta weyn.

1. Falanqaynta Da'da, Jinsiga, Dhaqanka, Diinta iyo Heerka Aqooneed ee Dadka aad la hadlayso (Demographic Analysis)

Tusaalaha Su'aalaha aad iska waydiinayso:

- ✓ Waa maxay da'da ay jiraan dadka aan doonayo in aan la hadlaa?
- ✓ Ma jiraan kala duwanaanshiyo dhaqan ama caado oo ay leeyihiin Dadkan aan doonayo in aan la hadlo?
- ✓ Intee ayuu le'eg yahay heerka aqooneed ee Dadkan aan rabo in aan la hadlo
- ✓ Ragga iyo Dumarka kee badan?

2. Falanqaynta Habfikirka iyo waxa ay ka aaminsan yihiin Mawduuca aad rabto in aad kala hadasho (Attitudinal Analysis)

Tusaalaha Su'aalaha aad iska waydiinayso:

- ✓ Waa maxay fikirka ay ka haystaan, ama waxa ay ka aaminsan yihiin Mawduuca aan rabo in aan kala hadlo?
- ✓ Ma jiraan waxyaabo uu mawduucaygani ka taabanayo noloshooda?
- ✓ Ma jiraan waxyaabo ku dhiirrigelinaya in ay si fiican u dhagaystaan Mawduucan aan ka hadlayo?
- ✓ Ma ka turjumayaa Mawduucaygani baahida dhabta ah ee ay u baahan yihiin Dadkan aan la hadlayo (Audience)

• Falanqaynta Deegaanka/Goobta aad ka hadlayso

Tusaalaha Su'aalaha aad iska waydiinayso:

- ✓ Immisa qof ayaa ka soo qaybgali kara xafladda hadalkayga?

- ✓ Immisa kursi ayaa yaala oo loogu talo galaya Dadka?
- ✓ Qaab noocee ah ayaa ay u yaalaan Kuraastu
- ✓ Ma laga helayaa qalabkii fududaynayay in uu hadalkaygu gudbo sida: Makarafoonkii, Sameecadihii iyo waliba waxyaabihii kale ee sahlayay in uu hadalku si fiican u wada gaadho cidda aan la hadlayo?
- ✓ Ma leeyahay hoolku laydh ku filan oo sahlaya in si fiican laysku arki karo?
- ✓ Ma ka fog yahay sawaxanka iyo rabshad meel ay ka dhici karto?

Khaladaadka Fagaare Ka Hadalka

Waxa jira khaladaad badan oo ay galaan dadyowgu, marka ay baranayaan xirfaddan Fagaare ka hadalka; kuwaas oo haddii dedaal la geliyo si yar oo fudud loo sixi karo.

Waxa aynu halkan kaga hadli doonnaa khaladaad guud oo ay galaan inta badan dadyowga ku cusub xirfaddan ama se mararka qaarkood ay galaan hadal yaqaanada caanka ahi.

Iska ilaali qodobadan:

- Diyaar garow la'aan

- Tamar la' aan
- In aad ka baxdo mawduuca
- Ka badbadin dhanka xarakaadka ah
- Luuqada Jidhka oo liidata
- Hadalkaaga oo aad u degdega
- Joogsi la'aanta hadalka
- In aanad ku furfuran hadal soo jiidasho leh
- In aad isku daydo in aad xoog uga qosliso Dadka
- In aanad la iman daliilo cadcad
- In aanad iska tifatirin qoraalkaaga
- In aad ku mashquusho halka aad wax ka akhrinayso
- In aad soo diyaarisoo mawduuca aanad xog badan ka haynin
- In aanad samayn falanaqaynta
Daawadayaasha/Dhagaystayaasha
- In aad soo diyaarisay mawduuc aan la xidhiidhin baahida Dadka
- Qoraal aad u fara badan
- Qudbadda oo waqtigeedu aad u dheeraado
- In aad dhaarato ama aad raaligalin aad bixiso

Talooyin Muhiim ah:

1. Fagaare ka hadalka saamaynta leh kama soo hadho diyaar garow muddo qaatay
2. Ka dheeroow gole ka fuulka, haddii kale khaladaad in ay kaa dhacaan ayaa laga yaabaa; aad hadhow ka qoomamayso
3. Kaliya ka hadal wax aad aqoon u leedahay oo aad xog kugu filan ka hayso
4. Ha u hadlin muuqo balse u hadal in aad hayso faa'ido
5. Fagaare ka hadalku maaha hadal badni, balse waa hadal mug leh oo waqtigiisa iyo golihiisa ku haboon
6. Ha ka bixin mawduuca aad ka hadlayso
7. Xaflad kasta ha ka hadlin, cidna ha ku khasbin in aad hadasho balse ka hadal goobta aad ka odhan karto weedha ku habboon
8. Awooddaada erey gudbineed waxa ay saamayn taban ama mid togan ku yeelan kartaa dadka aad la hadlayso
9. Ilaali luuqad jidheedkaaga, si degganna u soo gudbi
10. Muuji kalsooni iyo hadal caddaan loo qushuuco
11. Waqti sii qudbadahaaga diyaarintooda iyo waliba tijaabontooda

12. Haddiiba si lama filaan ah lagaaga siiyo kalmad aad tidhaahdo xaflad aad joogtid, ka hadal kaliya waxa meesha yaala, hadalkaagana soo koob
13. Ixtiraam caqliyadda aadmiga aad la hadlayso, kana ilaali ereyadaada inta deelqaafka ah, fikirna inta aanad odhan ka hor
14. Cabsidaada xakamee, ha isku mashquulin adigu balse ku mashquul wajiyada quruxda badan ee dadka u heelan ereyada kaa soo baxaya
15. Hadalkaagu waxa uu muujin doonaa heerkaaga garaadeed iyo aqooneedba, si fiican uga taxaddar waxa aad odhanayso!

Tixraacyo

The Art of **Public Speaking**—Dale Carnegie

<http://www.diwanalarab.com/spip.php?article45576>

www.wikihow.com

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