Translation of:

سماحة الذكاء الاجتماعي
د. إبراهيم الفقي

The Charm of Social Intelligence
Dr. Ibrahim El-Fiqi

A Complementary Requirement for Graduation at the Professional Diploma in Translation

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Dedication

I dedicate this work to my beloved parents, who supported me and helped me to make my dream come true; to study and to be a translator. To my sweet daughter, who had helped the way she knew; to love and support me.

I, also, dedicate this to my teachers and colleagues, who believed in me and encouraged me. A special dedication goes to a special (study) friend, who encouraged me and gave me the greatest studying times ever.

I won't forget my friends and coordinators at work for their great efforts and support through time I was attending classes.

Finally, thank you all for your help, prayers and great support.
Abstract

“Self-absorption in all its forms kills empathy, let alone compassion. When we focus on ourselves, our world contracts as our problems and preoccupations loom large. But when we focus on others, our world expands. Our own problems drift to the periphery of the mind and so seem smaller, and we increase our capacity for connection - or compassionate action.” — Daniel Goleman, Social Intelligence: The New Science of Human Relationships

Through our natural need to communicate with others and socialize, I chose this magnificent book to learn how to use this natural need in a way that makes us shine in our communities.

Social Intelligence is a person’s ability to interact, maintain and build relationships with others.

Social intelligence involves developing and identifying communication and social skills, as well as showing how to effectively and purposefully mediate interactions with family members, friends and colleagues in the personal or business environment. Social intelligence is important on a number of different levels. First, as we become more and more technologically savvy, we interact with each other less and less. Social intelligence helps prevent against bullying as young people learn to express themselves correctly, handle friendship miscommunications and interact in person, not just through their devices. Second, social intelligence can help with family communication in the home. Teaching family members how to read each other and ask for what they need can bring harmony into the home. Lastly, as young people entering adulthood, social intelligence becomes essential in job interviews, in adult relationships and in almost every career.
Persuasive writing, known as creative writing or an argument, is a piece of writing in which the writer uses words to convince the reader that the writer's opinion is correct with regard to an issue. Persuasive writing sometimes involves convincing the reader to perform an action, or it may simply consist of an argument or several arguments to align the reader with the writer’s point of view. Persuasive writing is one of the most commonly used writing types in the world. Persuasive writers employ many techniques to improve their argument and show support for their claim. Simply put, persuasive writing is "an essay that offers and supports an opinion".

By appealing to credibility, writers can make their claims more believable. This is called an appeal to ethos, as defined by Aristotle. The writer builds on his or her ethos by writing with clarity (an important element of style) and eliminating contradictions within the text itself. The writer will be more credible to the target audience if there are no internal errors in syntax and mechanics as well as no factual errors in the subject matter.

Writers can appeal to logic when writing to persuade using the appeal known as logos. This appeal is manifested in the supporting statements for the writer’s claim. In most cases, a successful appeal to logos requires tangible evidence, e.g., a quote from acknowledged written material. The writer will appeal to the rationality of the audience.

Possibly the most important appeal for persuasive writers is the appeal to emotions or pathos. “A successful pathetic appeal will put the audience in a suitable mood by addressing their knowledge of or feelings about the
subject” (Mendelson). This can be a very effective way to win over an audience!

Most persuasive writing techniques use an effective combination of all three appeals.

In this book, "The Charm of Social Intelligence", the writer, Dr. Ibrahim Al-Fiqi, used a lot of techniques to persuade the reader to accept his point of view, which is, as suggested by the title of his book, "The Charm of the Social intelligence".

Starting with the introduction, in which Dr. Al-Fiqi introduced and enticed the reader to the meaning of social intelligence and why the social intelligence is required, by the technique of questions. This technique attracts the reader to find the answer to these captivating questions within the book.

The book is divided into chapters with an attractive title for each, due to the fact most people prefer to read in small portions. Attractive titles also further the readers to read more of the book, and of course buy what it sells. Each chapter is divided into short paragraphs with titles too. The aim of titles here is to facilitating; the reader would have a very clear idea of what is being discussed.

The language of the book is simple, informal and easy to understand by ordinary people, moreover, accepted by intellectual ones. The writer used some terms along with their definitions too, which are important to persuade the reader.

Many writing techniques were used by the writer to sell his idea and to persuade these ideas without imposing or forcing the reader to believe them; here are some with some examples:
- **personal experience**: the writer shared his personal experience with his readers in many positions in the book. Here is an example:

  "If you were satisfied because you act naturally,..."

- **challenge**:

  "Think about it! when you are in a raucous party or a crowded restaurant..."

- **Anecdotes**:

  "A friend once found out that when she wanted to exhibit..."

- **synonyms, examples, questions and answers**:

  "For instance, if you were asked about where you have spent your vacation, you could say "I went to Luxor" and that's it!..."

- **comparison, quotes**:

  "Doctor Tsukiyama, says: "we are talking about people who can't remember..."

- **idioms, pronouns**:

  "To begin with, you should be able to connect with people..."

- **Statistics**:

  "Studies have proved that 55% of the message is....."

- **Facts**:

  "The American Psychological Society mentioned in a report..."
He also mentioned some of his personal experience regarding the issue of "social intelligence" to show and convince the reader. He also listed some of his acquaintances anecdotes and experience pertaining the advantages of being socially intelligent and the disadvantages of lacking that feature. Moreover, he encouraged the reader to try personally and enjoy the social intelligence by trying the challenges offered.
Problems and Difficulties Encountered in the Translation:

Here I list two main problems that I faced and dealt with during the translation process.

1- Selecting proper words, as I was unfamiliar with some words and collocations since I have an Arabic background.

Example: "نهر المشكلات السريع" was difficult to translate, I finally translated it as "the flow of problems"

2- Translating some medical sociological terms. I referred to some medical and sociological books and researches to find the terms.

Example: "الجهاز المناعي" = immune system
مقدمة

هل حدث من قبل أن شعرت بالخوف وانت تقدم على حضور حفل ما يضم الكثير من الغرباء؟ هل حدث أن شعرت بالاضطراب وانت تجلس أمام شخص ما لتطلب ابنته للزواج؟ أو هل سبق أن شعرت بالارتباك و التثر وانت تتحدث مع شخص تعرفت عليه مؤخرًا ثم نسيت اسمه؟

تلك المواقف و غيرها الكثير مما يسبب الشrror و الارتباك تحدث في حياتنا أكثر من مرة، فإذا كان أحد هذه المواقف يلمس وتر حساسا لديك، فكنت في حاجة إلى تنمية وتفعيل "الذكاء الاجتماعي" لديك، وهذا هو سبب وضع هذا الكتاب.

و بصورة أبسط، فإن الذكاء الاجتماعي هو المقياس لقدرتنا على التعايش مع الآخرين، فالإنسان حيوان اجتماعي يفتقره، من هنا علينا أن ندرك أهمية التمتع بالذكاء الاجتماعي الفائق إذا كنا نريد النجاح في حياتنا بشكل عام.
Introduction

Have you ever been terrified when going to a party full of strangers? Have you ever felt confused while talking to your future father-in-law? Have you ever been embarrassed while talking to someone you met recently and couldn't remember his name?

Such situations and more, that could cause uneasiness and confusion, do occur more than once in a lifetime. If one of these situations triggers your feeling, then you should work on your "social intelligence", which is the aim of this book.

To make it simple, social intelligence is the capacity to effectively negotiate complex social relationships and environments. That’s why we need to realize the importance of social intelligence to succeed in our life.

The author
الفصل الأول
معنى الذكاء الاجتماعي

(Chapter One)
The meaning of social intelligence
1- The meaning of social intelligence.
We all admit that our social skills, known as "social intelligence", are in constant need to be polished and developed.
To begin with, you should be able to connect with people, individuals and groups. In larger communities, you should be in a constant intellectual communication with others. At the same time, The human brain is the most complicated and powerful organ. Therefore, you are smart if you could succeed in dealing with your own brain, and a genius if you could deal with other brains at the same time.

A socially intelligent person should use all his physical and mental powers to communicate with others and read their minds. Moreover, this person should acquire the attitudes that would encourage the others to develop, communicate and support. In addition, he/she should learn how to make and keep friendships.
Social intelligence also includes the ability to get over the rapid flow of problems that results from negotiating positions and faults.

All these skills require that the social intelligent person should be a good conversationalist, an excellent listener, and has the capacity to have interactive and successful communications with the larger world. Socially intelligent people show gratification towards others from all levels, cultures and ages. The most important of all is their ability to make others feel comfortable about them too.

Those who work in the business administration field are the most in need for social intelligence as well as receptionists, doctors, hotel staff and anyone who works with clients in the social services to accomplish success.
Mكونات الذكاء الاجتماعي:
حرب مرة ان تفكر في مهاراتك الاجتماعية، واكتب في ورقة ما تجده منها و ما تعفتده، واحرص على ان تقيم ذاتك من حيث:

1. التحاور السريع
2. قراءة مشاعر الآخرين
3. الاستماع الجيد
4. جذب حب الآخرين
5. التصرف اللبق في المواقف الحرجة
6. العلاقات الودية
7. جذب اهتمام الآخرين و احترامهم
8. الإيجابية في اتخاذ المواقف.

Components of Social Intelligence:
Try to think of your social skills once and write down what you have or lack, then evaluate them according to:

1. Negotiating
2. Sensing others' feelings.
3. Listening skills
4. Attracting others
5. Dealing with awkward and embarrassing situations gracefully
6. Friendly relationships
7. Attracting others' concerns
8. Positivity
و هناك بعض المشكلات التي يواجهها البعض بسبب ضعف بعض النقاط السابقة لديهم. أو بمعنى اوضح، نتيجة
ضعف الذكاء الاجتماعي لديهم.
و في ظل الاضطراب الهائل للعلاقات الاجتماعية و مشكلات الحياة المعقدة، ينبغي أن نفهم ان تعقيد هذا النوع
المدهش من الذكاء و اهمية اجادته، فلن تقتصر الفائدة على حياتك الاجتماعية أو على حياة من حولك، فالنجاح
الاجتماعي يؤثر مباشرة على مستوى المادي و على صحتك البدنية. فقد اثبتت الدراسات أن الأشخاص الذين
يحيون حياة انشط اجتماعيا يتمتعون بصحة أفضل و يعيشون حياة اطول.

Some people face problems because of lacking some of these points, or in other
words, because they lack social intelligence.

In the turbulence of social relationships and the complicated life problems, we should
realize how complicated this amazing type of intelligence is and the importance of
having it. Social intelligence directly affects your social life or others' life, your finance
status and your health. Studies proved that people who have active social life are
healthier and live longer than others.
Allah created human kind in the best manners and blessed them with senses, heart to sense and a reason to think. The perfection of this creation is clear by humans ability to communicate.

Your tone and words have an important role in social communication, even though you should be aware that the greatest part of your communication with others happens through your body. Studies have proved that 55% of the message is delivered to others through the body language.

Your body language delivers to others, even without saying a word, your mood, either happy or sad, confident or confused, excited or bored, interested or uninterested, or even opened or depressed.

Naturally, other people's bodies deliver the same about them, and you will be able to understand other people more if you understood those signs and eventually enforce your "social intelligence".
Imagine that you woke up this morning to find your partner telling you that you have become dispirited, boring and dull and the he/she wishes to break up with you. After that you received several phone calls; your best friend got a fatal disease and the bank informs your bankruptcy. In such condition of depression imagine how would you look. You would be bowed, have low energy, hardly breathing and a wild need to isolation.

Now imagine, that you woke up in the morning to find that your beloved one telling you that he/she finds you attractive and delightful and he/she wants a commitment. Then your friend survived a fatal disease and you won a big prize that would make you rich. Now you will find that your looks totally different.

أعرف نفسك

سر الذكاء الاجتماعي الذي يساعدك على التآلف مع الآخرين يكمن في معرفة نفسك، وكما يقول الكاتب الألماني "فريدريك شيلر". "إذا أردت معرفة نفسك فانظر إلى سلوك الآخرين، وإذا أردت فهم الآخرين، فانظر في قلبك".

Know Yourself!

The secret of social intelligence that would lead you to concord with others is in knowing yourself. "if you want to know yourself, look at how others behave, and if you want to understand others, look into your heart"- Fredric Sheller.
If you were satisfied because you act naturally, you will gain confidence, recognize your values and standards, and this confidence will be reflected through your body language. Then it will positively affect other people around you.

You should realize that the signals you sometimes send are not always the way you think they are. A friend once found out that when she wanted to exhibit her femininity, she didn't know that others received that as a kind of displaying intimidation and toughness.

Know the Others

If you became proficient in reading the body language of others, as if sensing their boredom, enthusiasm, sadness or discomfort, this would enforce your multidimensional social intelligence. It was proved that those who are able to read body language have more advantages than others who don't.
Success is generated when social intelligence skills are available. This also affects academic success. The American Psychological Society mentioned in a report that the results of some tests on 1000 children proved that children who were able to read body language were more stable psychologically and more attractive to others.

Understanding the body language is considered a high priority for social communication. I personally discovered that playing billiards with a stranger for ten minutes is enough to know almost everything about his character, i.e., accepting success and failure and learning from mistakes, his morals, compassion, appreciation for others, humor, concentration and honesty.

**The Secret of a Smile**

A Chinese proverb says "a man without a smiling face, must not open a store" which reveals a simple secret of the social intelligence secrets; smiling for others. For a smile induces warmth, confidence, happiness, and love.
A smile is the best way to gain friends and influence others. Mostly, what attracts most people to someone is his smile. Moreover, when we see someone smiling, the mind sends signal to our face muscles to smile back. This is the secret of smiling back at people.

It was proved, scientifically, that smiling requires more muscles than frowning. When we smile, indufrine is produced, which increases the natural energy of the body and takes down any pain.

Exercises to Gain a New Skill

1. Smile and the World Will Smile Back at You!

A smile is as contagious as a flue; if someone smiles to you, you'll smile back. So, if you want everyone to smile to you, make sure that you start. I don't mean to be silly, but be friendly.
2. **First impressions last**

First impression last, therefore, always salute people with a smile and save that first impression in others' memory, to gain a high-level social communication.

3. **Your Actions Should be Congruent With Your Words**

While describing something, allow your body to play what you are saying, as a musical instrument, change your tone and use your hands.

On the other hand, you should watch how others' words and actions match, which will be mostly unmatched. You can rehearse through watching programs and series on television.
4. **Talk to the Mirror:**

Before heading for any social meeting, check out your look in the mirror. Imagine that you are a fashion designer or a filmmaker whose mission is to check the outfit of the movie star – being you is fitting the role he is playing and that is attractive for others who see him. Your appearance gives you the trust you need to build relationships.

5. **Watching Others:**

"All the world is a stage!" Yousif Wahbi the well-known Egyptian director.

Keep watching others is this large free 24/7 theatre. Make yourself an expert by watching the language of others on the streets, at work, at restaurants, social events or on the beach. Watch carefully, learn and imitate using body language.

**The Three Rules of Reading Body Language**

What you see and hear in any situation doesn't necessarily reflect the real attitude of people, therefore, you need to follow three essential rules to get the full image:
القاعدة الأولى

أحد الأخطاء الخطيرة التي قد يقع فيها المبتدئ في لغة الجسد هو أن يفسر إيماءة منفردة بعزل عن الإيماءات أو الظروف الأخرى، فعلى سبيل المثال، قد يعني حك الرأس: العرق، أو الشكل، أو قشرة الرأس، أو محاولة التذكر، أو الكذب. و ذلك على حسب الإيماءات الأخرى التي تحدث في نفس الوقت. ومثل أي لغة منطوق، لغة الجسد كلمات و جمل و علامات ترقيم. كل إيماءة مثل كلمة واحدة، وقد يكون لكلمة الواحدة معان عدة، ولا يمكنك فهم معنى الكلمة فيما كاملا إلا عندما تضعها في جملة مع كلمات أخرى لتعطي معنى مفيداً، والإيماءات تأتي في جمل تسمى مجموعات، وهذه المجموعات تكشف دائما مشاعرا الشخص و مواقفه، والمجموعة في لغة الجسد مثل الجملة المنطوقة تماما، تحتاج على الأقل لثلاث كلمات. أي ثلاث إيماءات، قبل أن تستطيع تحديد معنى كل كلمة من الكلمات بدقة. و الشخص دقيق الملاحظ هو الذي يستطيع قراءة جمل لغة الجسد، ومقارنتها بدقة مع الجمل اللفظية.

Rule One:
One of the serious mistakes, a beginner in body language might fall in, is un-coding a single gesture apart from the other gestures or circumstances. For example, scratching one's head could be a result of: sweat, suspicion, dandruff, trying to remember something or lying, depending on other gestures that accompany that gesture.

Like any spoken language, body language has its own set of words, sentences and punctuation marks. Each gesture, as words, has multiple meanings. A word's meaning can't be clear unless you put this word in a sentence within a group of words to make a meaningful sentence. Gestures appear in sentences called "sets"; these sets always reveal one's feelings and attitudes. The sets in body language, as words in a sentence, must consist of –at least- 3 words (gestures), before you can accurately determine the meaning of each word. A sharp-eyed person is the one who can read the sets of the body language and accurately compares them with verbal sentences.
اذن عليك دائما ان تنظر لمجموعات الإيماءات لكي تصل إلى قراءة صحيحة، فمثلاً، لكل منا إيماءة متكررة او أكثر تظهر ببساطة أنها إما نشعر بالملل، وأما نشعر بالملل وأما نشعر بأننا تحت ضغط، ويعتبر لمس الشعر المتواصل أو تدويره مثالًا شائعاً لذلك. ولكن بمعزل عن الإيماءات الأخرى، الأرجح أن هذه الإيماءة تعني أن الشخص يشعر بالقلق، وعدم الثقة. فالناس يملؤون على رؤوسهم لأن هذه الطريقة كانت تريحهم لأنهم تريجهم بها أمهاتهم في طفولتهم.

So, you must always observe the sets of gestures to reach the correct perusal. For instance, each one of us has a frequent gesture or gestures that simply reflects that we are bored or under stress. Touching or twirling hair frequently is a common example, but when excluded from other gestures, mostly it would mean that this person is worried or uncertain. People smooth over their heads because this was the way their moms used to comfort them in their childhood.

ولكي نوضح فكرة مجموعات الإيماءات، اليك مجموعة من الإيماءات الشائعة للتقييم النقدي قد يستخدمها الشخص عندما يشعر بعدم التأثر أو الاعجاب بما يسمعه.

العلامة الرئيسية للتقييم النقدي هي وضع اليد على الوجه، مع توجيه السبابة لأعلى نحو الخد، بينما يغطي الفم أصابع آخر، ويستند الذقن إلى الإبهام. وهناك دليل آخر على أن هذا المستمع لديه أفكار ناقدة لما يسمعه، وهو وضع قدم على أخرى، وضع الذراع امام الصدر، بينما يكون الرأس و الذقن لأسفل.

ومن هنا تقول لغة الجسد شيئًا مثل "لا أوافقك في الرأي" أو "ألا يعجبني ما تقول".

To illustrate the concept of "sets of gestures", here are some common gesture for critical evaluation one might use when feeling unaffected or uninterested of what he/she is listening to.

The main remark of critical evaluation is to put the hand on the face, point finger pointing up to the cheek while covering the mouth with another finger, and the chin lies on the thumb. There is another clue that this audience has a critical idea of what he is listening to, that is, placing a foot over the other, arm in front of the chest, while the head and chin leaning down. This is where the body language is saying something like "I do not agree with you" or "I don't like what you are saying".
Rule Two

Studies showed that the influence of non-verbal signs is five times the influence of the verbal language. When both don't get along, people – especially women – would consider the nonverbal message and neglect the verbal context.

If you were going to ask a listener about his opinion of something you have said, he said that he doesn't agree with you and his body was taking the position explained above, then his body signs and his verbal utterances are congruent. In case he said he agrees with you, then mostly he would be lying.
If you saw a politician standing on the podium and speaking confidently, but his arms are strongly tied in front of his chest "defensive situation", his chin is down "negativity and hostility" and telling the audience he appreciates the ideas of youth, would you be convinced? What if he tried to persuade you with a warm and cozy style, while he was kicking the podium hard with his feet. Sigmund Freud once mentioned that while one of his patients was expressing verbally her happiness in her marriage, she was unconsciously taking off her wedding ring and putting it on again. Freud was aware of the importance of that sign, and he wasn't surprised when marital problems started coming up to the surface. Observing gestures signs and making sure that they are congruent with verbal language are essential to understand the situation right.

Third Rule

Gestures should be considered within the context; that is, if someone, for example, was sitting is a bus stop, crossing his hands tightly, putting one foot over the other, his chin down, and it was a cold winter day, then mostly this person is feeling cold, not defensive. If the same person used the same gestures while setting with you to a table, and while you are trying to persuade
him with an idea, service, or a product, these gestures might be explained as negative feeling or rejection to your offer.

 لماذا تخطئ في قراءة لغة الجسد؟

الشخص الذي يصافح بأسلوب لين أو ضعيف- خاصة لو كان رجلا- يمكن اتهامه بأنه ضعيف الشخصية، ولكن إذا كان شخص ما مصابا بالتهاب المفاصل، فإنه أيضاً سيصافح بأسلوب لين ليتجنب الألم الذي يحدث عند المصافحة القوية، كذلك يفضل الرسامون والموزعون وغيرهم من ذوي المهن الحساسة التي تتطلب استخدام الإيدي عدم المصافحة عموما، وإذا اضطروا لذلك فهم يصافحون بطريقة واهنة، وذلك لحماية أيديهم.

Why Do You Mistake in Reading Body language?

A person who shakes hands loosely – especially a man- could be accused of being spineless. On the other hand, if a person had arthritis, he would also shake hands loosely to avoid the pain he would gain when shaking hands firmly. Musicians, artists and others of delicate jobs that require the use of hands, would not prefer handshakes in general. That's why they shake hands loosely to protect their hands.

و الشخص الذي يرتدي ملابس فضفاضة جداً أو ضيقة جداً قد يكون غير قادر على استخدام إيماءة معينة، وهذا يؤثر على استخدامه للغة الجسد، فمثلًا الأشخاص البديناء لا يستطيعون وضع ساق على الأخرى، والمرأة التي ترتدي "جيب" قصيرة ستضع ساقها جيداً للحماية، ولكن هذا سويحي بأن التحدث معها مسألة صعبة. وهذه الظروف تنطبق على أغلب الناس، ولكن من المهم أن تضع في اعتبارك القبود الجسدية التي تؤثر على حركة الجسد عند الناس.

A person who wears very loose clothes or very tight ones might be unable to use a certain gesture. As a result of that, their body language would be affected. For example, overweight people can't put a leg over the other, and a female wearing a short skirt would bring her legs together for protection, which would reflect that she is hard to talk to. Although these circumstances are rare, it's important to consider physical limitations that would affect the body movement of others.
- استخدام العبارات التحفيزية

قم باستخدام بعض العبارات التحفيزية بحيث تقوم بترديدها لنفسك يومياً، فمن شأنها أن تساعدك على الاستفادة من التدريبات السابقة، ومن هذه العبارات:

- انني أدرء جسدي ليكون أداة رائعة للتواصل مع الآخرين.
- إن كلماتي تتوافق مع أفعالي بشكل متناسق.
- انني أوزع البسمات هنا و هناك في أي مكان أتواجد فيه.

6-Use Motivational Phrases:

Use some motivational phrases by repeating these phrases to yourself daily, to help you to benefit from the previous exercises, such as:

- I'm developing my body to be a superb communication device.
- My words and actions are increasingly congruent.
- I'm spreading smiles wherever I go.
(الفصل الثالث)
أهمية أن تكون مستمعًا جيّداً
Chapter Three
(The importance of being a good listener)
The Roman poet, Publilius Syrus obviously knew about "social intelligence" when he said: "we are interested in others when they are interested in us". If any person showed his interest in us and the willingness to know us better, unconsciously, we will be more interested and will be disposed toward them.

The best way to show our interest in someone is to really listen to what he is saying and focusing on his speech, instead of just pausing and preparing a reply. Good listening tells the other person that you see him as a valuable person.

**Importance of Listening**

We spend about 50% to 80% of our waking time communicating with others, and we spend half of that time listening to others. Of course this percentage increases for those who are studying in schools or universities, in addition to some occupations. For those who work in business, listening ranks as one of the top three skills that a business man or a business manager must have.
It is surprising that, in spite of all, listening to others is the most neglected skill when studying communication skills.

Evaluating Listening Skills

How do you evaluate yourself as a listener? Mark yourself on a scale from 0-10 marks. If you got zero, then you are the worst listener on earth. If you got ten, then you are the best on earth. In your opinion, how well do you listen to people?
عادات سيئة في الاستماع

هناك العديد نم العادات السيئة في الاستماع للآخرين لدى معظمنا، هذه العادات تلحق أضراراً خطيرة بمهاراتنا كمستمعين، كما أنها تضعف من ذكائنا الاجتماعي، منها:

1- التظاهر بالإصغاء والحقيقة غير ذلك.
2- محاولة القيام بأشياء أخرى أثناء الاستماع.
3- الحكم على موضوع الحديث بأنه غير مهم.
4- الاندهاش من الحديث المتكلف.
5- الانغماس في الحديث بشكل يبعدك عن الموضوع.
6- ترك العنان للفتائن الالتفاعات التي تثير الغضب.
7- التركيز على ما يثير الدهشة وترك المضمون المفيد.
8- تجنب المقاطع الغامضة أو المعقدة في الحديث.

حاول أن تتصرف العادات السيئة في استماعك ولاحظ مواطن الضعف عندك، وعمل على تقويتها بتجنب العادات السيئة حتى تحصل على الاستماع الإيجابي.

Bad listening Habits

there are many bad listening habits, most of us have, when listening to others. These habits have dangerous damages on our skills as listeners and weakens our social intelligence; such as:

1- Pretending to listen while you are not.
2- Trying to get involved in doing other things while listening.
3- Deciding the subject as unimportant.
4- Being surprised by patronizing talk.
5- Getting over involved in a way that takes you away from the subject.
6- Losing control of emotional words that might provoke anger.
7- Focusing on what amazes you and leaving the useful subject.
8- Avoiding vague or complex clauses while talking.

Try to note the bad listening skills, your weakness points and work on them by avoiding bad habits until you reach positive listening.
Positive Listening

It's wrong to believe that the listener is the negative side of a conversation, for the active listening is the vital ingredient in any fruitful and successful conversation.

Someone's word are not all what we should listen to, because if we were aware of the other party's body language, then we can know, by sense, more meanings in any conversation and we can listen to the feeling of the other party along with his words.

An exercise to gain a new skill

1- Be Aware of the Body Language

Apply what you have learnt in the previous chapter, listen to verbal and nonverbal words at the same time and use body language with your words when you talk. Doing so, that will show you more than what the words can show.
Listening in this way will make you use two senses to listen, not only one. You will listen with your ears and eyes; that will make you listen with "all ears" instead of just listening.

Be aware of your body posture while you listen too. A careless or uninterested body posture will reach the speaker, either intentionally or not, and depress and demoralize him. On the other hand, if your posture implies concern, then you will send a message saying that you are really listening and that will make him more excited.

Body language will affect your ability of understanding; if you were feeling bored and acted like so, the speaker will be bored in return. In contrary, if you were bored and showed interest, then the speaker will be more interested and willing to proceed.
2- Train Your Mind to Concentrate
You can easily train your mind to listening skills, if you realized the great ability your mind has to focus on specific sounds and how keen you are in general.

Think about it! when you are in a raucous party or a crowded restaurant, your mind can receive the thunderous and cacophonous noise that could reach to 50 decibels when you concentrate on a specific person. By doing that, you would be using the same skill a mother uses when she hears her baby crying in the crowd.

The secret here lies in the ability of focusing on what we want, not what we don't want. If you started to think of the plenty amazing things that interfere with your concentration, then these will exaggerate and interfere more and more in your concentration. In contrast, if you focus more on what and who you are listening to, then this will increase and others will fade to become a background noise—inside your mind.
There is an easy way to enhance your new-gained ability to tune-in to sounds, which is playing the listening game in your daily life. When you go running, tune-in to sounds from different sources around you; the birds, humans, cars, rain and wind.

Try to recognize the sound you want to hear and you will become an expert in filtering out the unwanted sounds. Moreover, you will gain more recognition of the sound around you and strengthen your listening skills and social intelligence.

3- Two Ears, One Mouth

Remember that the reason Allah gave us two ears and one mouth is to hear twice of what we speak. So, you need to keep this equation in order to increase your social intelligence.

A wise person is one who listens more and speaks less. The eyes has an essential role in showing interest, but that doesn't mean to stare into the other person's eyes all the time. By doing so, he might take it as a dare or a threat. A glance from time to time to show interest in the subject and the speaker would be enough.
4- **Have an Open Mind**

You can get distracted easily by words that trigger the negative feelings, but you should see them as only words and to be more objective about these words. When you develop your listening skills, you will be able to build up more accurate and complete images of other peoples' mind patterns. That will also make you more connected to these images more accurately than if you get in psychological disorder.

5- **Use Your Mind Speed**

Your mind can think ten times faster than speech. That means, when you listen to others, you lose your time and use the spare time of your mind time. So, think and respond to things in a positive speed, pay attention to others' body language, listen to implied meanings, and order, summarize, analyze and write notes of your mind map. All that will lead you to be an active listener, who is the best to talk to.
6-The Content, Not the Words

As long as you are not being a judge in a word competition or a parser, focus on the content and don’t try to select or make negative judgments on style or weak and inappropriate words depending on the appearance of the speaker. Doing that, your negativity will be showed in your body language, which will be a part of the speaker and gained by the people around you. This won't be the perfect way to build up relationships.

7-Listen to the Great Ideas

A lot prefer to listen only to facts, which lead them to be unable to understand the main points and to focus on nonsense. Since your mind works more comfortably when it understands the subject fully, then you should listen to the subjects of great ideas that focus on the main branches of the mind map.
When that happens, you will feel confident, be free of the tension, and be ready to put the facts in position, then that would guide you to understand the conversation correctly.

**Boosters**

- My listening skill is getting better and better.
- I listen to others with an open mind.
- I'm increasingly getting interested in other subjects.
(الفصل الرابع)
صنع علاقات جيدة
(Chapter Four)
Making good connections
جميعنا يعرف الحيرة و المصاعب التي نمر بها عندما نستعد للقاء من نحب، خاصة إذا كان هذا هو اللقاء الأول، مثل عدم القدرة على اتخاذ قرار ما بشأن ما سنرتدي من ملابس، وهل يجب أن تكون أنيقة أو ملفقة أو غير مكلفة؟ وبخخصوص الموعد، هل نصل فيه تماماً أم قبله أم بعد بدقائق؟ وما ينبغي أن نتكلم أو لا نتكلم فيه و غير ذلك الكثير.

We all know the hard time we go through when we get ready to meet a special person, specially, if it was the first date. For example, we will be unable to choose the outfit, should it be elegant, catchy, or un sophisticated? Arriving time would be a problem too, should we arrive exactly on time, few minutes before, or few minutes later? What should/shouldn't we talk about? And much more.

و برغم ذلك ينبغي أن يحظى اللقاء الأول مع أي شخص بنفس القدر من الاهتمام، حتى اللقاءات التي تتم بالصدفة دون تخطيط. و عينا ان ندرس كيفية النجاح في التأثير فين نقابتهم تأثيرا ايجابيا و دائما مما يسهم في تحليلهم من مجرد معارف الى اصدقاء حقيقيين، وهو يفيد جميع الأطراف.

However, the first meeting with any person should have the same attention, even those meeting that happen accidentially. We should think about how to succeed in impressing positively and turn acquaintances to real friends, and everyone will be happy!

الانطباع الأول

عندما ترى شيئا ما فإن ذهنك يستدعي – بصورة لا ارادية- الوقت الذي رأيت فيه هذا الشيء أو تعلمت لأول مرة، و نظرنا للنسبة بالانطباعات الأولى نقول، فإنك قد تذكر المرة الأولى التي قابلت فيها شخصا كنت تعتبره اهم شخص بالنسبة لك في تلك اللحظة. كما أنك قد تتذكر أول مرة ذهبت فيها إلى مدينة أو بلد أجنبي كبير، كما أنك في الغالب تتذكر أول حب في حياتك.

First Impression

When you see something, your mind, unconsciously, recalls the time you saw it or learnt about it for the first time. According to "first impression lasts" principle, you might remember the first meeting of the most valuable person at that time. Moreover, you might remember the first time you visited a foreign a city or a major country. Mostly, you might remember the first love of your life.
This golden principle also predicts that when you attend any social event, you might be aware of, and recall your first impressions of the event's place and atmosphere. A person is considered socially intelligent when he lasts through his first meetings; for that, people will always remember his warmth, positivity and care for others.

Tips to Leave a Positive Impression

- Make sure that your body leaves a positive impression, stand upright, confident and alert, shake hands firmly and keep a bright look in your eyes.
- Make sure that you make appropriate eye contact, for that will show your interest and make others think that you mean a lot to them.
- Always be positive and confident, even though you didn't feel that inside you. When you act confidentially and calmly, you make the other part calm as well and as a result, you will gain more confidence.
- There is an Egyptian proverb that says "eat whatever interest you and wear what interest people around you". Obviously, when you go to a job interview, you should dress to impress.
The mind principle also suggests that you won’t remember the person or event only, but you will remember the place you have been to, the outfit, the weather, the companion, the subject you discussed and the feeling that overwhelmed you as well. What is more amazing is that if you were asked to recall the seventeenth or even twenty third event, you will recall the same incidents. According to this principle, you can also remember the last love story you had, the last fun vacation and the last meal you had with friends.

Unfortunately, there are millions of people now strongly regret not recognizing this principle. Their last meeting with a dear one or a close person might have gone negative and argumentative, they might have added some bad words or insults, and then they won’t be able to see that person ever again.
The last impression principle sentenced their memory to a life term negativity toward a person and their social connections as well, leaving them with regret for life.

 ترك الانطباع الجيد

As we agreed on earlier, your acquaintances in the community will recall, whether intentionally or not, the last moments of their meeting with you. Therefore, make sure that these moments are bright for all.

Leaving a Positive Impression

When you leave a friend or acquaintance in a cheerful way, such as; smiling at him, thanking him and wishing him happiness, you will leave a positive impression about you and that meeting.

Moreover, you will give that person body power and increase his health, that is, happy social meetings and departures overwhelm your immune system with happiness hormones which will uplift your body strength to fight illness. This works equally to the other party.
That way, your social intelligence and unselfish behavior will benefit not only your friends, but you as well. If you left good impressions with people, then you too will have these good impressions and your memory will feed on these happy memories.

The opposite is also true! If you were left in an unpleasant and unhappy way, such as after an argument or disagreement, then you would be helping to overwhelm their bodies with poisons that will make them unstable, weaken their immune system and their memories, and would do the same to you.

**Rejection that Saves Relations**

If you remembered carefully the proverb saying that last impressions last, then you can say "no" to others and leave good impressions at the same time.
The trick here is to be polite when you turn people down, but while doing that you must be sure that they understand you are rejecting and not going to do even if they insist.

So, don't argue that you are being busy or not ready, these replies tempts them to insist. You can simply say that you don't want to do this or that, you have the right to say so!

If you can offer an alternative, do it. You might not want to do the school contest tomorrow, but you can offer doing it next week. Compromises ensure successful negotiations.

Use your social intelligence and explain to your friend or colleague that you understand why he is asking and you feel sorry for not being able to do this for him. Rejection with compassion is usually remembered that way that gives the rejection a positive impression.
Conversation Management

The purpose of any conversation is to establish a connection with whom we are talking to and to exchange ideas and information. The purpose could be to show the other how much we care and appreciate him. Thanks to your expanded social intelligence, you know that if you could make the other feel important, he will become more friendly and useful to you in return.

Conversations come in all forms and sizes, starting from informal quick conversations between friends or family and ending with formal business talk with your boss. Some people can do formal conversations about work with flying colors, but they hum and haw when it comes to short talk with strangers. Others, on the other hand, will be glad to talk to a single person, but they panic when it comes to talking to a bunch of people.

Small talks

Some people think that small talks in meetings is a nerve killing, where one could feel worried about finding a valuable thing to say, while the other thinks that he is boring. The conversation then will stop at this point. This problem has a solution as follows:
أ - التخطيط المسبق و الاطلاع على المعلومات
حاول قراءة الصفحات الفنية في الجرائد الأسبوعية، أو قراءة التقارير الرياضية، ففيهما مادة خصبة لانتقاء الموضوعات الجديدة، حتى إذا تحول مجرى الحديث إلى آخر بطولية تنس، أو أحدث أفلام مخرج معين، فمثل هذه الموضوعات ستجلب التجاوب و الحماس و تمنحك مظهر المطلع.

B- Keeping Jokes
Humorous Stories and jokes are of the active ways to keep the conversation going. Achievements and trips are rich sources of these stories. As these stories get more funny, they get more entertaining.

ج- الحفاظ على استمرارية الحوار
إذا قمنا بتشبيه الحوار بسباق تتكون من متسابقين، الأول يلتقط طرف الحديث ويستمر فيه قد استطاعته، ثم يعطيه للثاني الذي يستمر في الحوار قدر استطاعته قبل أن يسلمه للأول و هكذا.

c- Keep the Conversation Going
If we compare a conversation to a two- person rally, the first runner picks up the conversation and runs it as far as he can then hands it to the other who runs the conversation as well before he hands it back again, and so.
If both participate equally in the conversation, they would be able to continue longer. The reason is, each of them will get enough pausing time between the race stages. Thus, if one of the players continues for a shorter time, the other will get exhausted and might quit the race.

The trick of making a conversation go longer is in asking open questions, which need more than "yes" or "no" as an answer to vary and get more details.

For instance, if you were asked about where you have spent your vacation, you could say "I went to Luxor" and that's it! Instead you can say "I went to Luxor, I spent a week there and I rented a car to take a round in the city and to see the temples. I enjoyed the sun and the warn weather" then you can ask your partner "have you been there before?"

If the other person was, as you do, a socially intelligent person, his answer would be that he went to Luxor too and he enjoyed so and so. Even if his reply was negative, he would say that he is sorry that he didn't, but he would explain that he went to Hargada, Sharm El Sheikh, and Al-Arish and he saw that and that. This way, the conversation will last longer and continue.
d- Listening to Others:

Most people are aware that others will think of them as boring people and they think – wrongly - that they don't have an interesting life or great ideas to talk about.

If you have this troubling feeling, don't let it control you. What you have to do is to master the listening skill, as explained in the previous chapter, and be a smart listener to keep the talk going.

e- Appropriate Conversation

Some people have a high level of social intelligence and are able to adapt easily with anyone in any situation.

It doesn't matter if you were having a short talk with the cashier in a store, discussing the car problems with the mechanic, or evaluating a situation with your boss. The social intelligent conversation principles don't change.
Show respect to others and don't talk down to anyone when you talk to them. Speak to others the way they like.

Be aware of the purpose of the conversation, is it a small introductive talk? Or a discussion to reach a solution for a problem.

Use the appropriate language of each situation; the way you talk with the grocer's isn't the way you use to talk to your close friend or your boss, and so on.

Becoming Acquainted:

Acquainting or group conversations are considered the best conversation types with a large number of people at the same time, even if it wasn't easy to grant that everyone will respond, but at least you will take notes or reactions.

Try to show your important ideas in any possible way, use examples to support your ideas. Pre-planning as well helps to keep you calm and relaxed, and gives you the chance to shine.
كيف تقدم نفسك؟

إن تقديم النفس يعد تسويقا وترويجا لها، و ينبغي أن تنظر إلى ذلك الأمر بنفس الطريقة التي تنظر بها كما لو كنت تحاول بيع أي سلعة، و الاختلاف الوحيد هو أن السلعة التي تقدمها هو انت شخصياً.

How to Present yourself?

Presenting one's self is like marketing. You should see that the same way you do when you try to sell any product. The only difference here is that you are presenting yourself.

فيجب أن تقدم نفسك بشكل يجذب الآخرين الذين تحاول التعرف عليهم أو التأثير فيهم، ومن ثم تتألق الاهتمام، وتأكد من عرض شخصيتك بصورة جذابة بشكل يتفوق على السلع الأخرى ولكن يجب عليك معرفة ما تسوقه وان تتق في السلعة التي تحاول أن تتق في نفسك و قدراها.

You should present yourself in a way that attracts the others and then get their attention. Make sure that you present your personality in a very attractive way that compete with other products, but you have to believe in what you are presenting; that meant you should trust yourself and your abilities.

شبكة العلاقات العامة

فيجب أن تكون شبكة من العلاقات العامة أمرًا وثيق الاتصال بعملية تقديم نفسك للأخرين، و الأشخاص الذين يتمتعون بالذكاء الاجتماعي يميلون إلى تحقيق ذلك بصورة تلقائية.

Public Relation Network

Establishing a public relations network is strongly related to presenting yourself to others. Socially intelligent people tend to do that automatically.

و كل ما يحتاجه الأمر هو فتح قناة اتصال مع كل من تقابلهم، بأن تقترب منهم و تشعرهم بأهميتهم بالنسبة لك، والواقع أنهم كذلك بالفعل، فمن لا تحتاجه اليوم، قطعا سيحتاجه يوما ما، فعليك أن تعامل الجميع بقدر من الاحترام والتقدير.

All what it takes is to establish a communication channel with everyone you meet and make them feel they mean something to you, in fact they do! Who is not needed today, will be definitely needed one day. So, you should respect and appreciate everyone you meet.
الخوف من الخطأ

أكثر ما يخفى الناس هو قول الشيء غير المناسب في الوقت غير المناسب، مما يؤدي إلى رفض الآخرين لهم.

The Fear to Make Mistakes

The most thing that people fear from is to say the wrong words at the wrong time, which will lead to rejection from others.

فمثلاً إذا اتصلت بصديق لتدير معه حواراً ودياً ثم فوجئت به يقول بفظاظة أنه لا يمكنه التحدث الآن و ينهي المكالمة، فبالقطع سوف تشعر بالإهانة.

For example, if you called a friend to have a friendly talk, then you get shocked of his rude reply that he can't talk now and hang up. Definitely you will be hurt.

ولكن إذا استعنت بذكائك الاجتماعي، فسوف تعرف كيف تتعامل مع هذا الموقف، والآخذ الأمر على حمل شخصي، فتخيل نفسك في موقف ذلك الشخص و التمس له العذر، فمن الممكن أن يكون غارق في العمل حتى أذنيه، أو أن لديه حالة وفاة، أو قد يكون طفله مريضاً، أو أي سبب قهري يجعله يتصرف على هذا النحو.

But if you used your social intelligence you will know how to deal with this situation, and don't take it personal. Put yourself in his shoes or excuse him; he might be busy at work, grieving over someone, his baby is sick or any other compelling reason that made him act that way.

تدريب لاكتساب مهارة جديدة

1- قابل الآخرين بالترحيب

هناك الكثير من صيغ الترحيب سواء بالأصدقاء أو الزملاء أو المعارف الجدد ولكن هناك نقاط اساسية في كل تلك الصيغ:

1- أقبل على الآخر بتفاؤل و إيجابية
2- قابله بإشادة
3- استخدم المصافحة بالأيدي و عاققه بحرارة.
4- تحدم معه في الأمور المتعلقة به لا بك أنت.
5- راقب نتيجة المقابلة.
An Exercise to Gain a New Skill

1- Welcome the others

There are a lot of welcoming phrases to welcome friends, colleagues and acquaintances, but there are few points to follow:

1- Greet positively and optimistically.
2- Meet others with a smile.
3- Use handshakes or warm hugs.
4- Talk about what concerns the others.
5- Observe the result of that meeting.

2- Always Smile

You have realized that a smile has the ability to change the way things go. This was proven in professional and private relationships, so always wear your smile.

3- Show Real interest

People who get your interest are mostly those who show you theirs. What is meant here is real interest, so when you show real interest, your body language will automatically say so. No matter how you try to fake that interest, your body will expose you.

You can show real interest in others by making them a priority and by realizing how each one of them is special and unique.
4- Be Sure to Leave a Good Impression

Always make a good reputation for those who you care about and don't leave anyone on a hurry if you were having bad times with him. You never know when are you going to see him again.

5- Defining Goals Prizes Success

If you haven't set a goal yet, then you should! Write notes about all your interests, and think about what you want to achieve personally in the coming years and in your life. But you should be aware that your goals will change more as you grow older.

Once you define your dream, support your decision to fulfill it and add to your social circle those who would help you.
6- **Conversational Skills**

Exchanging few words with the shopkeeper daily is a good practice of conversation art, which would help you to build your self-confidence, in case you still feel awkward when talking to strangers. Try these conversations by imagining yourself in the others shoes and you will see how others response get better.

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7- تعلم أن تسخر من نفسك

قلنا من قبل أنك إذا ابتسمت فستبتسم لك الدنيا، اما إذا سخرت من نفسك فسوف تضحك لك الحياة بصوت عالٍ، فإن القدرة على السخرية من نفسك تظهر قدرتك على الخروج من دائرك الشخصية ورؤية الأمور من زوايا مختلفة، كما تشير أيضا إلى عدم اخذك للأمور على محمل الجد طوال الوقت، فالجدية الدائمة تجلب الكآبة و الملل و تفسد العلاقات، اما السخرية من نفسك فتزيد البسمات المتباولة بينك و بين الآخرين.

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7- **Learn to Laugh at Yourself**

We have mentioned earlier that if you smile, the world will smile back louder. Your ability to laugh at yourself shows that you are able get out of your personal circle and to see things from different angles. Also, it shows that you don’t take things seriously all the time, for constant seriousness bring dullness, depression and ruins connections. By laughing at yourself, you add more smiles between you and the others.

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**Boosters**

- I'm careful to leave positive "first/ last" impressions.
- I care about the details of the people around me.
- My clear vision of life expands my social intelligence.
- My sense of humor fills my life with fun.
(الفصل الخامس)
أن تكون نجم كل تجمع حضرته
(Chapter Five)
To be the star of every event
A lot usually fell speechless or completely paralyzed when attending events and crowded parties, even if they were having confidence and social acceptance. They get overwhelmed by strange faces and spend time trying to find someone familiar to talk to.

How to Deal with Groups?

There are some aspects you can learn to deal with large groups, which are simple and easy to practice and expand through trying over and over.

The first aspect is to learn how to act confidently. If your body language was saying 'help, I don't know anyone here!', then you won't be giving a correct idea about your social image to the audience. If, however, you took a deep breath and went through this experience confidently, you would look more positive and confident and you would feel at home. As time passes, things will get better.

The second thing you should always remember, all these groups consists of individuals and, surely, there will be a lost individual like you. So, approach to that
person, meet him with a smile to show compassion, introduce yourself and save him to get his attention to you.

The Association Principle

Remembering the names of each person you know is one of the most difficult matters that one could run through in big crowds, specially, if introduced to bunch of people at the same time and if you were nervous or worried.

The association principle points to the mind, body, and social fitness that you need to mentally connect things. If you wanted to learn well, you have to connect things correctly and if you wanted to boost your memory, then you have to find some vivid mind connection between things that you really remember and the new things that you wish to keep in your memory; If you wanted to be a social leader, you will need the association principle.

Recalling Names

Recalling the names of people we meet is considered a trigger that boosts your self-confidence socially and makes you loved by others. This could be easy, somehow, if you could find something remarkable in their lives. Therefore, ask questions about exciting things they have been through, there main goal in life, or the most beautiful
thing they have ever seen. Doing that, in addition to the association principle, you would be able to associate their names with what you remember about them.

بالإضافة إلى أن اهتمامك باكثر الأشياء بروزا في حياة الآخرين سيجعلهم يشعرون بحميمية أكثر تجاهك، بالإضافة لتزويدك ببعض الحوارات الاجتماعية الجذابة للغاية.

Moreover, being interested in other people remarkable incidents would make them feel close to you, in addition, it adds some interesting social conversations.

أن تكون نجم التجمعات

إذا كنت تريد أن تتعلق في أذهان الآخرين سواء في التجمعات العامة أو الوسط التجاري أو المالي أو في مقابلات العمل، فإنك الآن تعرف كيفية الوصول إلى هذه الغاية، فقم نفسك للآخرين بطريقة تجعلك مختلفا أو ملحوظا، ولكن ليس شاذًا، فإذا ظهرت متميزا عن جميع الحضور فسوف تتعلق في الأذهان.

To be the Star of the Event

If you want to be unforgettable to others in public gathering or commercial centers or even in job interviews, then you now know how to approach that goal. Introduce yourself in a different and remarkable way, but not odd; if you were distinguished, you will be remembered.

تجميع الناس في مكان واحد

السر الأول والأهم وراء تنظيم أي تجمع ناجح هو التخطيط، فتعلم اكتشاف الأمر عندما يشعر ضيوفك بالانزعاج، وتعلم كيف تشعرون بالراحة والهدوء في حفلك.

Gathering people in one place

The secret of organizing any successful event is planning; so, learn to sense when your guests are uncomfortable, and learn how to make them comfortable in your event.
There are simple things in social situations, mostly ignored, that could make people feel uncomfortable; such as feeling cold, thirst, hunger, the need to the toilet, or not knowing what is going on. So take care of such issues at the beginning of the event.

Usually, the social intelligent host tries to make sure that his guests are getting along and tries to tempt quiet guest to talk freely by introducing them to others smartly, specially, if most of the guests where acquaintances, except for few who only know the host.

The atmosphere of any event matters; if you organized a social event, try to make sure that it satisfies everyone; make sure that the decorations and lights are comfortable to the eye and the music and food are suitable.

Your guests will be able to relax and enjoy themselves since you have planned and executed a successful social event.
Social Exercise to Gain a New Skill

1- Listening to Others

It's easy for you to use your listening skill to listen to others to create a good impression in different events, especially if you didn't believe that you can impress strangers when you talk.

2- Make Others Feel Comfortable

Be aware of things that would make people uncomfortable; if you asked them if they were ok at the beginning of the event, then you will show that you consider their feelings and your care for others. If you care about others that way, you will be known of your compassion and warmth and that you are a real friend.

3- Practice Association Skills

Use mind association between the faces, names, aspects and others' interests with as much as possible images and figures that you can bring in your mind; then, you will
find that your memory and your creativeness in remembering things are expanding.
That's interesting!

Boosters

❖ I'm expanding my association skills.
❖ I'm the star and the center of events and gatherings.
❖ I'm increasingly sympathizing with others.
(الفصل السادس)
بين توجهاتك و توجهات الآخرين
(Chapter Six)
Between your attitude and the others'
Is it possible that one's personal attitudes affect his social intelligence?

A lot say it doesn't while thinkers and researches agree on the opposite; that it has a strong effect.

The positive view of things does wonders of your social success; people of social intelligence always try to make sure that they look at the bright side of life. According to Abraham Lincoln, most folks are about as happy as they make their minds to be"

1- Imitating Others

The ability to imitate others is one of the great abilities of the human brain. Mostly, this outstanding ability is unlimited and considered as one of the best ways to learn. In fact, imitating is one of the essential principles of nature, which teaches the small creatures to go on in life. This need to mimic or imitate shows a lot of our attitude and social behavior.
Children who are fond of sport try to mimic their sport heroes; teenagers tries to copy their favorite pop stars too.

Why? What do these heroes and stars have to attract others? Their success and qualities what makes youngsters and others want to imitate and mimic them to be as successful. Some of these qualities are:

- Wealth
- Power
- Authority
- Fame
- Attraction
- Travelling around the world
- Independency
- Freedom
- Leadership
- Social charisma
Because we, by instinct, tend to copy best behaviors, the more good examples we copy, the more people will copy those examples. The mind principle of imitating has its negative side; the blind copy of attitudes and behaviors to adapt with others.

2- **Stereotypical Views**

A stereotypical view means to generalize a judgment of others, for example: "boys are aggressive" or "Mediterraneans are lazy" and so on.

Stereotypical views arise because, naturally, we tend to feel comfortable with those who have similar appearance, attitudes and point of views to life and because we tend to be afraid of what is unfamiliar to us or anonymous, or the unknown.

However, forming stereotypical views appears to be a violation to one of the social intelligence rules, which is, treating each individual as a unique and respectful person.
Ignorance usually forms stereotypical views; our first reactions, as humans, toward the unknown are fear and terror. Those reactions triggers the reaction of "hit-and-run". What your brain really does is to give you the first scene of a person you met. And according to the mind association operation that you have formed, you will choose the reaction either 'hit' or 'run'.

The 'hit-and-run' reaction happens toward any unusual matter in your community, starting from different ethnic background and ending with women going to nightclubs that are usually attended by men.

The mistake that we often make is taking the accurate notes and the natural reactions of our brains and adding incorrect assumptions that cause immediate aggressiveness or fear.

And the now and the future is to develop your social intelligence and move to the next level for this natural reaction "hit, run, and stare" and in the next time when someone unfamiliar provokes your natural reaction "hit or run" you should add a reaction of "stare" which is a result of social intelligence and the ability to influence, which means stopping and giving the chance to both your eyes and your brain to gather more information about that person in the remaining time, and in other words, calm your initial aggressiveness or fear, and check the person standing in front of you with an open mind, and by relying on your social intelligence.
Now that you have developed your social intelligence, you can move to the next step of the natural equation "hit-and-run"; add the reaction of "insight", that is characterized with social intelligence and the impact strength. That means to pause and give a chance to your eyes and mind to collect as much information about that person in your available time. In other words, ease your first emotions of aggressiveness or fear and check-out the person in front of you with an open mind using your social intelligence.

فهذا سيمنحك بصيرة نافذة, و سيسمح لك برودة أفعال أكثر ملائمة تجاه الفرد الذي تقابله، و سيزيد بسرعة كبيرة من امكانية نجاح التفاعل الاجتماعي المتبادل. و تكمن الآراء النمطية في أذهاننا كالثعبان القاتل, بل ان هناك أشياء بسيطة مثل أسماء الأشخاص قد تغير نظرتنا لهؤلاء الأشخاص, بل ان الآراء النمطية السلبية قد تؤثر في الطريقة التي نحكم بها على أنفسنا و قدراتنا.

This will give you the insight and allow you to respond more properly toward the person you meet and will increase, quickly, the possibility of the success of this mutual social interaction. Stereotypical views stay in our minds like a killing snake; there are simple things, like the names of people, that would change how we see them. Even that, negative stereotypes may affect the way we judge ourselves and our abilities.

وهناك دليل قوي يثبت أنه عندما تقلل من شأن أي أنسان بهذه الطريقة فأنت لا تحد فقط من اختياره و حريته الذهنية, بل انك توجه حياته و مستقبله بطريقة سلبية, ولا ينسح باتباع هذه الطريقة لزيادة مستوى ذكائكم الاجتماعي أو ذكاء الآخرين أو الكوكب الذي نعيش فيه.

There is a strong evidence that proves that when you underestimate any person that way, you don't limit his choices and mind freedom only, but you guide his life and future negatively. This way is not recommended to increase your social intelligence; or the others; or the planet we live on.
In addition to this negative social effect, these phrases that underestimates the others, have a negative effect on their immune system as well. It weakens their immunity to fight depression and other diseases.

In a case-study, a group of elderly people were exposed to words that triggers stereotypical views about aging for ten minutes. One group were exposed to positive words, and the other group were to negative words. After that, both groups were asked to do some problem-solving.

It was observed that those, who were exposed to negative words, were under stress when they got the assignments. Their pulse, blood pressure and skin sensitivity have increased and continued increasing for thirty minutes.

In sharp contrast, those who were exposed to positive words did their assignments peacefully without any signs of stress. Moreover, negative stereotypical views of any group, even if you weren’t there, will affect you negatively.
Self-Confidence, the Gate to Success

Self-confidence is the gate to social success and success. If you have confidence in yourself, your abilities and your strength, then you will easily relax and act normally in any social situation. In return, this would make others relax and enjoy your company.

If an adult accepts themselves, their abilities, their strength, and their potential, they will find it easy to relax and act normally in any social situation. In return, this would allow others to relax and enjoy their company.

This principle might be one of the most important principles that we can instil in our children. A self-confident child would not have to try to prove anything to other children.

Unfortunately, we find that children, who are inconfident, mostly try to underestimate other children to prove to themselves and other children how powerful and important they are.
On the same pattern, unconfident and insecure adults try to prove their abilities by controlling their colleagues or complain about their subordinates. When someone receives that behavior, he will undermine the victim's sense of worthiness and self-esteem; and that what is precisely meant to happen.

That might be the reason why we should teach our children, and ourselves as well, the skill of self-confidence, which is a skill of social intelligence. Negative thoughts produce negative attitudes, and positive thoughts produce positive attitudes. The more those thoughts are repeated, the stronger your attitudes will get.

This might be why motivational phrases are powerful and this is the secret of listing boosters at the end of each chapter; boosters have the power to change our behaviors.

Studies on brain cells confirms that when a new idea, either positive or negative, arises, the possibility of repetition of that idea increases. Also, repeating an idea
increase the chances of repetition. If we want a happier, more successful and more confident life, we should take the positive attitude toward others. This would increase the possibility of their positive feeling toward us and, then, the positive circle of social connection will be happier and more useful. Always remember Shakespeare's "there is nothing either good or bad, but thinking makes it so".

Now, that you are good at knowing the way your attitude affects the opposite sex, ages, ethnic characteristics and other properties of any other person and you too, then you are ready to do the practice that will highlight those positive attitudes. This will benefit others around you and your social intelligence.

TEDRIB AJMATI LAL AKTSAAB MIIARAA JEDIDA

1- AMUN ALIYTH "AHMAL UL ALARHIN

DQQK ALIYTH IN TAHALMIK ATqqal UL ALARHIN, QM BRSM XRYTAA ALM CMMAGAA FI DHEENKA, WDO AFIKAAK TYPDIWA ALMM SQRII WTH AFIKAAQ TAQLIDIWA ALMM SQRII WTH AFIKAAQ TAQLIDIWA:  

- Aljehor
- Eljnehor
- Elaqalulaa
- Elmisaan
- Elajaamimeen
- Eljysaimeen
- Elriyabimeen

QM BHJSS RODOD AFSAMAK TAHA JAA AI AQE AAWAAAJAA JSIWA, WTHQCMQ MN ASAPB PSOHOR TLLK IEFAKAAR JSIWA, WDOZNA BABA AIFKAAR IEFAKAAR UHNA, WANDOR MA AASAA KAAFI AMKAAK AN TQQWQ AOAA WSPA.

Social Exercise to Gain a New Skill

1- Do Careful Consideration When You Prejudice Others
Think more closely in your possible prejudice toward others. Draw a small brain map in your mind and turn your traditional thoughts into the following groups:

- Males
- Females
- Children
- Elderly
- Academics
- Politicians
- Athletes

Check your responses toward any negative stereotypical views, check the causes of those negative ideas, compare them to positive views and see if you can have a neutral opinion between them.

2 - تراقب حواراتك عن كثب

عندما تكون بين أفراد أسرتك أو أصدقائك أو زملائك تعامل بكفاءة مع الطريقة التي تؤيدهم أو تنتقدهم بها.

وكم تعرف الآن، فإن الاعتقادات السلبية و النقد السلبي كلها أشياء تزيد الأمر سوءا في الواقع، وكما تعرف أيضا أن التوقعات وكلمات الدعم الإيجابية تسهم بصورة ملحوظة في نجاحهم، لذا فعليك بتغيير حواراتك الاجتماعية الى نماذج أكثر إيجابية و أكثر دعما.

2- Monitor Your Conversations Closely

When you are with your family, friends or colleagues, act with politeness when supporting or criticizing them.

As you know now, negative beliefs and negative criticism, in fact always get things worse. Also, you know that expectations and positive support contributes remarkably in their success, so you should change your social conversations to be more positive and supportive.

3 - تراقب حواراتك الداخلية عن كثب

ونفس الأمر ينطبق على تحاورك مع نفسك، فعليك بالإطراء على نفسك، ودعم جهتك، و الاحتفاء بإنجازاتك، خاصة الإنجازات الشخصية التي لا يلاحظها أحد سواك.

3- Monitor Your Internal Conversations Closely
The same thing applies to your internal conversations; you should flatter yourself, support your efforts and celebrate your achievements, especially the personal achievements that no one knows about.

**Boosters**
- I like people from other nations with different and funny customs.
- My self-confidence is increasing more and more.
- My attitudes toward myself and the others are more positive.
Chapter Seven

How to win friends
Winning new friends and influencing others is an instinctive objective for every human being. This influence results in winning people's love, to get a good result when you have a discussion with them, and to deal with social relations in a way that produces the expected results.

Successful negotiation is considered a very important social intelligence skill. People might associate the word 'negotiation' with the world of business or even politics, but negotiation has its importance in our daily and social life.

The purpose of every negotiation is to reach an agreement that satisfies all parties; this applies exactly on tensed relationships between parents and teenaged children about setting their curfews, or so.

**Solutions That Satisfy all Parties (Win-Win Solutions)**

A real negotiation occurs when every party respects the other's point of views and negotiate positively; but if your intention was to impose the solution you presented, in particular, then this is not negotiation; it's a kind of dictatorship.
If your position was strong, you will be able to impose your solutions, but be aware that the other party won't be happy about that and might do whatever he can to abort any future plans, which is not of social intelligent.

**Harmony in Negotiation**

There is a fundamental difference between negotiations using social intelligent ways and negotiations using other common ways, when solving disagreements and conflicts. This is the same as the difference between 'karate' and 'aikido'.

In karate, if someone jolted a punch at your face, you will push it away with your fist in order to hurt your opponent wrist and push him away from its target. When this happens and the opponent's hand changes its way away from you and leave the way to his chest open, your target then changes to be punching that; but your opponent is also good at the game and he is looking for an uncovered part, stomach or leg, to attack. This would continue until one falls down and the other prides his victory.

Then showed a sport 'the aikido', and was the first to establish the sport karate Japanese "Morihei Ueshiba", and the reason

"Then showed a sport 'the aikido', and was the first to establish the sport karate Japanese "Morihei Ueshiba", and the reason
The aikido then was founded by the Japanese karate player "Morihie Ueshiba". The reason of founding aikido was because he noticed that despite his usual victories, he had some increased damages. So, it came to his mind that this wasn’t the way to spend the rest of his life; and he decided to find an art with deep thinking, harmony and spiritual harmony.

In aikido, when you see a punch coming, you don't try to push it away; you try to avoid it in a graceful way to pass through peacefully with no harm. The word 'aikido' means: a way of harmony; it depends on reading the thoughts of the opponent, his body language and using his energy for your interest even if he was attacking you.

Aikido helps the player to keep your imperturbability, connect with others and, even, go with the flow.

Going back to our subject, our traditional way of solving problems was more aggressive. When we use power and attack bluntly trying to prove our point of view, supporting our cause and ending the debate to our benefit, such behaviors would make others resist and the disagreement will continue.
التفاوض بطريقة الايكيدو

عندما تجد نفسك في موقف تفاوضي سواء في المنزل أو العمل أو حتى الشارع فحاول استخدام مبادئ التفاوض التالية حتى تصل لنتيجة ترضي كل الأطراف:

1- قبل البدء كن متأكدًا مما تريد، وأقصى ثمن تود دفعه أو أقصى وقت تود أن تنحني لهذا الأمر.

2- ادخل في التفاوض باطار ذهني ايجابي وودي، فلن تصل لحل يرضيك وانت في موقف الدفاع أو تشعر بالغضب.

3- أجعل الحقيقة في متناول يدك وفإن جهلك بالحقائق يجعلك تخسر الكثير على طاولة المفاوضات.

4- حاول أن تكشف أهداف الطرف الآخر، وما يريد أن يكسبه من هذا التفاوض، فهذا يساعدك في اختيار العروض التي تقدمها للآخر وانت واثق من قبوله لها.

5- انك تملك الكثير من الوقت، فلا داعي للظهور بمظهر اندفاعي أو متسرب.

6- كن دقيقًا في ملاحظة لغة الجسد لدى الطرف الآخر، فقد يقول الجسد عكس ما يقوله اللسان.

7- احرص على ارضاء جميع الأطراف، ولا تكن انتانًا، فهذا يدعم الانطباع الايجابي لدى الآخر.

Negotiating by "Aikido"

When you find yourself in a negotiation situation, even at home, work or on the street, try to use the following negotiation principles to reach an outcome accepted by all parties.

1- Before starting, be sure of what you want, the maximum price you would pay, or time you want to give for this.

2- Start negotiating positively; you won't get a solution that works for you when you are defensive or angry.

3- Make the truth within your hands; ignorance will cause your loss in negotiation.

4- Try to uncover the other party's goals or what he plans to get out of this negotiation; this will help you choose the offers to present knowing that they would accept them.

5- You have a lot of time! There is no need to be impulsive and hasty.
6- Be aware when noticing the body language of the other party; his body might say the opposite of his mouth.

7- Make sure that you satisfy all parties and don't be selfish; this will support the positive impression of the other party.

Social Exercise to Gain a New Skill

1- **Look for the Positive Sides**

Look for the positives of your friends, colleagues and those who negotiate with you. This have special importance when you disagree with one of them; try to remember the way of harmony and don't get your negotiations to a low level.

2- **No Need to Argue**

This doesn't mean that you should avoid arguing about serious subjects; what I mean is to avoid the situations where you have to prove your point of view only; I am asking you about the aikido approach.

3- **- أظهر التعاطف مع وجهة نظر الآخر**

تعاطف مع الآخرين واحترم رغباتهم واهدافهم و أفكارهم، وقد يبدو هذا المبدأ أنه صعب التنفيذ، خاصة إذا كنت تعترض بشكل مباشر على كل من يمسكم، إلا أن الأمر أسهل مما تظن، ونتذكر أنك تحاول إقامة علاقة اجتماعية، وليس مجرد تسجيل نقاط في مباراة، بل اعتبار نفسك محققا سيحيا مهمته جمع كل البيانات عن الشخص الذي يحاوره.
3- Sympathize With the Other's Point of View

Sympathize with others, respect their desires and ideas. This principle might appear hard to apply, especially if you were objecting directly on everything they support; but it's easier than what you think. Remember that you are trying to have a social relationship, not only scoring in a game. Imagine that you are a journalist whose mission is to gather data about the person he is interviewing.

If you succeeded in doing that, you will be great in seeing things from the other point of view, which is a sign of being a genius on the social intelligence scale.

4- Learn to Admit Your Mistakes

There is nothing more disturbing than those little things when someone refuses to admit the he made a mistake and continues to waste your time trying to defend a situation, that is hard to defend.

When you refuse to admit your mistakes, you appear to be the arrogant who has no self-confidence, and by doing that you mislead yourself as the others as well.

When you admit your mistakes, admit them directly, decisively and excitedly. Doing so would show that you are honest and trustworthy with yourself and the others, and would prove to everyone that you are fun, open, willing to learn and unaggressive.
You would appear to be a person who gives notes and good advice, and a friend that supports his friends. What friend/colleague you want to be?

**Boosters**
- I am a competent negotiator and my abilities are increasing.
- I can reach win-win solutions.
- I practice aikido in my personal relations.

جمل تحفيزية
- أنا متفاوض متميز و كفاءتي في التفاوض تزداد.
- أنا أستطيع الوصول الى حلول ترضي كل الأطراف.
- أنا أمارس أسلوب الأيكيدو في علاقاتي الشخصية.
الفصل الثامن

الكياسة في مختلف المواقف

(Chapter Eight)

Courteay in various situations
Since the time of 'Aristotle', many writers wrote about "manners" and related behaviors. Methods of social interactions contain the smallest details of behaviors and how to be polite in certain social occasions. Don't worry! This won't be discussed.

**Showing Appreciation For Others**

We all like to feel that others appreciate us. Those who are socially intelligent would be careful to show appreciation for others, thanking them for their love or doing their jobs well, or simply for being there. You can increase your appreciation to the maximum through thanking and applying the principles we learned in previous chapters.

**Saying Thank You**

If you want to show appreciation to others, remember, that they will remember better if you did that at the end of that meeting. Make sure that you are relaxed and mindful when doing so, to increase the power of that gratitude. Then you guarantee to reach the maximum impact of gratitude.
To motivate the impact of your appreciation, send a "thank you" letter or a short note that expresses your appreciation on the next day. For example, express the appreciation to your host thanking him for his hospitality; that will grant the positive memory of you to be remembered after the occasion.

There is another way that guarantees a deeper impact of your appreciation; mention the reason of appreciation. If you did so, be sure that you will get a big smile in return. And you will always be welcomed.

Giving Gifts

Giving gifts is considered a way of showing appreciation to anyone. Most people usually give sweets when invited to parties, but mostly their gift end up consumed at the beginning of the party. If you want your gift to be unforgettable, and you as well, try to make your gift outstanding and unusual. For example, a special flowers bouquet, a small piece of jewelry; your gift should not necessarily be huge or expensive, it's meant to make the other feel that you were thinking of him and what he likes.
You don’t need an occasion to give gifts; whenever your eyes catch something valuable for someone else, buy it! This will show that you are a considerate and caring person.

Get Accustomed to Celebrations

Celebrations, such as birthdays and anniversaries and special holidays, are special events that we should distinguish them by ceremonies imprint them in our memories.

What are birthdays and anniversaries? We celebrate them to remind ourselves how important they are, to celebrate again what was once a first time in our life, and to remind our families and friends that we consider these days special. This is important, especially if we don't see others often; when you send a card or a gift for your brother and his wife, who live on the other side of the country, on their anniversary, this will show that you are thinking of the occasion. Thinking of the occasion makes it special.
Knowledge of Others' Customs

You should be aware of the customs of other cultures and sensitive to their feelings. This is proven, especially, in the world of business and it gets more important to have knowledge of different ways to do a task when it's about international business. It's not less important when it comes to spend vacations in foreign countries of different customs.

Giving a bottle of wine to a Muslim won't be considered friendly, and at the time British consider using the left hand points to be politeness, Arabs don't!

Sharing The Grief

There is an important social obligation that most people find it a very hard obligation, which is to offer condolences for those who have lost a dear one or just received sad news.

We all know that we should say something, but we have no idea what words to say, which might be vulgar and dishonest. Because we fear to make mistakes, we mostly end up saying nothing.
Sitting to write a note or a letter of condolence to say that you are thinking of that person is difficult, but will be highly appreciated by the others. The number of words is not what matters; it's the thoughts that contain those words and what meanings they hold. Knowing that there is someone out there thinking of you in such hard times gives you a feeling of relief.

From this point, Islam made an obligation of a Muslim to attend the funeral of other Muslims and to visit each other whenever a Muslim gets sick to get the great reward.

Instead of all that, you can send a bouquet of flowers to show that you are thinking of that person and sympathize with him. If you were living nearby, you can offer more: drive his kids to school, cooking or just anything to help. Even if that wasn't easy, it would be enough to hug him in a way that shows your sympathy and make that person feel that he is not alone.

1- In planning and taking steps, at the beginning of the new year, make an agenda for all the expected events and celebrations this year, whether you plan to participate or attend them, and take into account birthdays, annual anniversaries, and special meetings, and start planning how to show your interest in these events.

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Instead of all that, you can send a bouquet of flowers to show that you are thinking of that person and sympathize with him. If you were living nearby, you can offer more: drive his kids to school, cooking or just anything to help. Even if that wasn't easy, it would be enough to hug him in a way that shows your sympathy and make that person feel that he is not alone.

Training in Social Skills

1- In planning and taking steps, at the beginning of the new year, make an agenda for all the expected events and celebrations this year, whether you plan to participate or attend them, and take into account birthdays, annual anniversaries, and special meetings, and start planning how to show your interest in these events.
Social Exercise to Gain a New Skill

1- Plan for Positive Rituals

In the beginning of the new year make an agenda of all the coming expected events and occasions that you want to host or attend. Consider birthdays, anniversaries and special meetings, then plan how to show your interest to the hosts of these events.

2- Study the Cultural Differences

Start to study the differences in the ceremonies and rituals of different cultures. For example, in some cultures they mourn after death, while other cultures celebrate. Some wear black as a simple of mourning, while others wear white for the same reason.

Make it a hobby to study socio-cultural differences to reap good rewards and, maybe, save yourself from awkward situations.

Boosters

- I realize that showing appreciation is the greatest reward to others.
- I am using positive rituals increasingly to make my friend's life happier.
الفصل التاسع

سمات النجاح الاجتماعي

(Chapter Nine)

Characteristics of social success
If you started to practice and apply the principles that you have learnt from this book, then you will actually start making successful social relationships. This chapter will discuss the perfect images for those perfect relationships.

The End of the Personal Interest Theory

Sociologists have agreed, for centuries, on a fact that says 'the reason behind human cooperation is personal interest', but nowadays a new developed positive image appeared through recent studies.

The anthropologist, Joseph Henrik, from Michigan University and, Robert Boyd, from California University have made a study on social behavior and social culture between humans, and they found that cooperation is not a result of human selfishness; but a result of two factors of brain tendencies.

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There are Two Factors of Human Psychology that We Know:

One says that people tend to copy the majority, while the other says that people tend to copy the most successful individual.

اذ ان هناك عاملين من عوامل علم النفس البشري اللذين نعرفهما:

أحدهما يقول أن الناس يميلون إلى تقليد الأغلبية، و الثاني يقول أن الناس يميلون إلى تقليد الفرد الأكثر نجاحا.
What we can say is, because people depend on copying the successful person and the majority, this would create balance that wouldn't exist if those two factors didn't.

This dual imitation leads to a positive increase to success; cooperation leads to a possibility of increasing more food, better health care, more creativity, public energy and then increasing the power of a society's economic growth.

The others will appreciate this rising success and would want, personally, to imitate the successful groups and individuals inside those groups. When enough members of other groups start to imitate the members of the successful one, the groups that lack social intelligence will start to have it and then will reap the same fruit of success that was reaped by the social intelligent groups.

Henrik points out to the fact that we might be the most living creature inclined to socialize. He says "humans cooperate in larger groups. For example, when people go to war, they will be dealing with large numbers of individuals, who don't have any connection with them, and might not see them again"
If we think about it, we will find that one of the social achievements that might distinguish us from other living things, that we stand in one line. Without the cooperation of others, this line will be broken and it will be a mess.

Use Your Full-Brain Power

Most of us, unintentionally, act like half-witted, or less, in social situations by using half of social and intellectual skills of the brain. You might have heard of the 'right brain or left brain' model, which illustrates that we own two main groups of intellectual and social skills related to the halves of the brain.

The right half consists of rhythm, spatial awareness, imagination, daydreams and full awareness, while the left half consists of the skills of using words, sense, numbers, analysis and lists.

Because of the confirmation for a century on the left half of the brain, and the analytical skills in particular, we tend to control our social interactions by using words, numbers, analysis and planning.
ولقد فعلنا ذلك على حساب النصف الأيمن للمخ، والمختص بالمهارات البديهية. وعليك فقط أن تخيل أن تقضي امسية كاملة مع مجموعة من الأصدقاء، يستخدمون مهارات نصف المخ الأيسر فقط، فما الوصف الذي ستتصف به مثل هذه الامسية؟ لا شيء سوى أنها مملة.

We did that at the expense of the right half of the brain, specialized with the intuitive skills. You have only to imagine that you are spending the entire evening with some friends, who are using the skills of the left half of the brain only; how would you describe that evening? Nothing, but BORING!

ثم قضاء امسية مع مجموعة من الاصدقاء يستخدمون مهارات النصف الأيمن من المخ فقط، قد تتمتع بالكثير من الأشياء الممتعة، لكنها قد تكون فوضوية، فغالبًا ما يكون هناك حوار أو نظام، وقد يتحول المكان نهاية السهرة إلى مكان خرب.

Then spend the evening with some friends, who use the skills of the right half of the brain only; you might enjoy a lot of fun stuff, but definitely, it will be messy. Mostly, there won't be any conversations or order and the place will turn to total mess by the end of the evening.

و باستخدام نصف مهاراتهم الذهنية فقط، فإن أصدقائك الخياليين يستخدمون في الحقيقة أقل من نصف مهاراتهم التكميلية، وذلك لن أفضل استخدام لمهارات النصفين الأيسر والأيمن للمخ هو استخدامهما معا، حيث يخلقان آثارا متضاعفة ومتعاونة، ويجترن أفضل ما لدى نصفي الآخر.

Using half of their brain skills only, your imaginary friends will in fact use half of their complete skill. That is because the best use of the skills of both halves, is to use them together, to create a multiplying effect and show the best of both halves.

و يستخدم الأشخاص الناجحين اجتماعيا كل طاقاتهم الذهنية الاستثنائية عند التفاعل مع الآخرين، كما يستخدمون الخيال والتخطيط مثلا في وقت واحد لإبداء الاهتمام بالآخرين وتسليه أصدقائهم.

Socially successful people use all their extraordinary brain power when interacting with others. They also use, for example, imagination and planning together to show interest in others and to entertain their friends.

حاول التأكد من استخدامك كل مهاراتك الذهنية باستخدام كامل قوتك العقلية، وبهذه الطريقة ستعجب بالقوة العقلية الكاملة لأصحابك.
Make sure that you use all your brain skills using your mind power and that way you will like the full mind power of your friends.

سمات الذكاء الاجتماعي:

1- الثقة بأنك تتصرف على سجيتك
2- فهم الحياة و معرفة الوجهة التي تسير فيها
3- الاهتمام الدائم بالآخرين
4- احترام الآخرين
5- التعاطف و القدرة على قراءة لغة الجسد
6- معرفة الوقت المناسب للكلام و الانصات
7- التوجه الإيجابي.

و يحتوي الفصل القادم على انواع الذكاء الاخرى, و الخصائص المميزة لكل نوع.

**Characteristics of social intelligence**

1- Confidence that you're acting normally.
2- Understanding life and knowing where you are going.
3- Constant care for others.
4- Respecting others.
5- Sympathy and ability to read body language.
6- knowing the right time to talk and listen.
7- Positive attitude.

The next chapter contains other types of intelligence, and the properties of each.
Types of intelligence
Social intelligence is only one of the ten types of intelligence that any person has. Usually, intelligence was divided into 3 points: verbal, numeral and spatial, which are the basics of the usual intelligence test. We also have creative intelligence, sensual, physical, personal, sexual and spiritual.

What is amazing in all types of intelligence is that each works in cooperation with the other types in a perfect harmony. When you expand one type, you expand all in a time.

In this chapter we will discuss applying 5 types of intelligence to develop social intelligence.

1- Spatial Intelligence

The ability of the eye and the body to determine and pass the 3D of the world and the environment around you successfully. It contains the ability to realize the relationship between shapes and features of things. Reading maps in this type is as the points of the body language.
Social intelligence incorporates the ability to place things in their right place, which make others feel happy and relaxed. When you can influence the environment that people gather, so, make sure that you unleash you social intelligence.

2- الذكاء البدني

وهو يتضمن القدرة على التناسق والتوازن والثبات البدني، كما يجسد أيضا تناولك للغذاء الصحي وتميزك بالقوة البدنية والمرونة وانتظام التنفس. والذكاء البدني مفيد جدا للذاكرة أيضا. فهناك عدد من اليابانيين يعانون من اشكال النسيان المزمن الذي يضعف أدائهم في الدراسة والعمل. ويقول خصائيي الدم الياباني "تاكاشي تسوكياما": "إننا نتحدث عن الناس لا يستطيعون تذكر كيفية استخدام آلة نسخ الورق، وكذلك الأشخاص الذين يحتاجون إلى المساعدة في تدوين المعلومات خطوة بخطوة."

2- Physical Intelligence

It includes the ability to fit, balance and have physical stability. It incorporates eating healthy food and being physically strong, flexible, and having a normal breathing.

When you develop your physical intelligence, your friend circle will automatically expand; because people, instinctually are attracted to balanced, healthy and active people.

Physical intelligence also includes your ability to connect with others. As you know, this is not just wanted, but it makes both parts more healthy through physical reaction that enforces the immune system.
Tsukiyama, says: "we are talking about people who can't remember how to use the copying machine, and people who need help on taking notes step by step"

Usually, the patients complain about not being able to remember the train station that they were in, the appointment they took, and even their usual daily assignments, such as their homework.

Dr. Tsukiyama points out that these cases are increasing. The reason of that is the lack of social interaction between the young generations. Researchers confirms that and blame the overuse of machines for the increase of social isolation, which weakens peoples' memory gradually, and growing up using video games, the internet and chatting. This makes them stay at home for long hours and they rarely get the chance to socialize with others.

Socializing requires constant vigilance, strong memory and all the main pillars of the memory to be in full power.

Researchers found that being isolating on computer games and TV screens weakens the memory growth in childhood stage and prevents the developing social skills.
Also, increases the possibility of the decline of these two important aspects to adulthood.

Doctor Tsukiyama recommends that people should give them themselves enough doze of socializing, even once a day. He also recommends doing organized exercises in social intelligence to stay healthy, keep the mind and brain fitness and for the memory to function perfectly.

The news of using machines are not all bad; if this technique was used to develop the social intelligent, the final result will be extremely positive.

Andrew Oswald, a researcher in Warwick University, had published a survey on 2500, randomly selected, British.

Oswald's survey proved that internet users are more likely to join community service groups or voluntary organizations than those who don't. Also, they are more likely to attend houses of worship, get better education and more financial income than others.
 وعلى عكس الرأي الشهير في إنجلترا، فإنه يبدو ان متصفحي شبكة الإنترنت هناك قد بدأوا التدريب على احداث التوازن المناسب بين الأمور التكنولوجية و الأمور الاجتماعية في حياتهم. فهم على عكس ما هو متوقع، لا يقضون يومهم بالكامل أمام الحاسب الآلي، بل انهم يشاهدون التلفاز بمعدل اقل بكثير من مشاهدة الآخرين له.

In contrary to the famous opinion in England, internet surfers started training to make a balance between technology and sociology in their lives. They, unexpectedly, don't spend their day on the computer; In fact, they watch TV less than other people.

و هذا يشير إلى انه بدلا من قضائهم وقت فراغهم في أعمال سلبية لا طائل من ورائها، فهم يدخلون الى شبكة الإنترنت بنشاط و يقيمون علاقات و لقاءات اجتماعية مع الآخرين.

This states that, instead of spending their free time doing usefui things, they login to the internet and make relationships and socialize with others.

و تشير هاتان الدراسان، اليابانية و الانجليزية، الى ان شبكة الإنترنت لها اثارها السلبية و الإيجابية، شأنها شأن سائر المخترعات الحديثة. فإذا استخدمتها بحنكة، فإنك سوف تثري حياتك الاجتماعية.

These two studies, Japanese and English, suggest that the internet, like any modern invention, has negative and positive impacts. If you use it wisely, you will enrich your social life.

3- الذكاء الحسي

ولقد أولى الفنان ليوناردو دافنشي اهتماما خاصا لهذا النوع من الذكاء، ويشمل الذكاء الحسي تنمية و استخدام حواسك الخمس وهي السمع و البصر و الشم و اللمس و التذوق.

3-Sensual Intelligence

The artist, Leonardo Da Vinci, has given this type of intelligence a special interest. Sensual intelligence includes developing and using your five senses; hearing, sight, smell, touch and taste.
4- Verbal Intelligence

Verbal intelligence includes the ability to juggle with the alphabets and the million words formed by them.

This type of intelligence is measured by the size of your vocabulary, your speed to connect words in order to make a clear expression, the depth of your ability to see logic relationships and the richness of your imagination.

In all written communications, verbal intelligence represents all kinds of intelligence. Think about the influence of conversations, letters, lectures, newspapers, books and poetry in your life and your relationship with the others.

Be careful to make both, your body and verbal, languages congruent. Link what you have learnt from this book with your verbal abilities to activate your speech and make it interesting.
5- Creative Intelligence

When you read the following identification of creative intelligence, think of the ways it can positively support your social intelligence.

Creative intelligence is the ability to use the skills of both halves of the brain, the left and the right, together to reach the main ideas. Creative intelligence incorporates the speed to produce new ideas, in addition to your ability to produce magnificent ideas. It also incorporates your ability to see any situation from a wide perspective, your ability to receive and apply any idea and the ability to use the principle of mind association through creative thinking.

You only have to think of that amazing power of the social intelligence skill that is influenced by this main type of intelligence.

Boosters

- I am using the creative intelligence skills of my left or right half of the brain to expand my social intelligence.
- I am using my body and my physical intelligence to develop my social intelligence.
❖ I am using my spatial intelligence to develop my social intelligence.
❖ I am using my sensual intelligence to develop my social intelligence.
❖ I am using my skills to socialize and my verbal intelligence to develop my social skills.
❖ I am using my skills in using my body language to develop my social intelligence.
الخاتمة

انت الان على وعي تام بالقوة المدهشة للغة جسدك، وكذلك كيفية استخدامها وكيفية قراءتها، وان تكون مستمئاً جيداً للיאהرين، وان تصبح محاولاً بازعا، وسوف تتمكن من خلال هذه المهارات الجديدة التي في جعبتك من اقامة العلاقات التي ترغب في اقامتها، ومن ثم يزغ نجمك في المواقف الاجتماعية.

و بالإضافة إلى توجهك الإيجابي الحديث، فإنك سوف تجد أنك تبدأ بالفعل في التحسن في المفاوضات، وتكوين صداقات جديدة على نحو طالما حلمت به.

و تشير كياستك الاجتماعية الجديدة، وكذلك تحفيزك المستمر لذكائك الاجتماعي مع باقي انواع الذكاء الأخرى إلى انك تسير على الدرب الصحيح لتصبح نجم الذكاء الاجتماعي.

مع تمنياتي بالوفيق

السكندرية 2009

Conclusion

Now you are fully aware of the amazing power of your body language, how to use it and how to read it. You know how to be a good listener and great speaker. Through these new skills, you will be able to make relationships and shine in social situations.

In addition to your positive attitude, you will see that you are actually improving in negotiating and making new friendships the way you have always dreamed of.

Your new social politeness and your constant boosting of your social intelligence, along with other types of intelligence, point out that you are on the right track to be the star of social intelligence.

Best wishes,

Alexandria, 2009
References

- www.Wikipedia.com