



# VETERAN OF FOREIGN WARS of the U.S. AUXILIARY DEPARTMENT OF NEW MEXICO

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## March Promotional 2026

How are you communicating with our members? Is it verbal, non-verbal, visual or written? No matter how you are communicating, start by thinking about what the reader or listener should think, feel and do once they've heard or read your message.

- Prepare to present your idea clearly whether you are using verbal or written.
- Be clear about the topic and cohesive by staying on the topic. Complete your idea with supporting content.
- Be concise by eliminating unnecessary words.
- Be concrete by using precise words. Be correct and most importantly be courteous.
- Your body language and tone of voice are very important.
- Are you crossing your arms or talking loud? Are you rolling your eyes? If you are doing those things the conversation will not go as planned.
- After the message has been heard ask questions, don't interrupt the person giving the message.
- Be respectful of others time and opinions.
- Make request not demands.
- Be a active listener and try to understand the perspectives of others. Respect others differences and be patient.

When sending out a email or text - after writing it, take time to read it. Is it a clear topic? Is it cohesive? Is there supporting content? Is it correct and courteous? Don't use all capital letters, your meaning can and usually is misunderstood.

Remember the way you communicate and present your ideas will leave a lasting impression on others.

Betty Decker  
Chief of Staff

Don't forget to download the National Program awards for Extension and Revitalization. Fill them out and send them to me before **March 31st**.