Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HERE’S WHAT YOU MISSED!** Absent on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Topic:** Communication
* **In Class we did:** We discussed the importance of communication to be a successful student. Saying what you mean and hearing what is said are problems that we have with communication. Sometimes if you don’t hear something right, you don’t know the full story. Rumors are certainly a good example of how this can be really damaging. In class we participated in a fun game called “Back Art” to demonstrate how good communication can really affect the outcome.
* **Your Task:** Complete the Communication Skills Test and Worksheet using the notes page.
* **Time to complete:** 1 hour
* **Materials Needed:**

Skills Test Worksheet and Notes

**Communication Skills Test**

Choose the best answer for each statement. You can only choose one.

Answer each with one of the following:

N= almost never S=Sometimes U=Usually

1. \_\_\_\_\_\_When I try to explain something I feel that people understand me.
2. \_\_\_\_\_\_I can explain my ideas clearly.
3. \_\_\_\_\_\_I can express my ideas, even when others disagree with me.
4. \_\_\_\_\_\_When I don’t understand a question or problem, I ask for additional information.
5. \_\_\_\_\_\_If I am bored in class, I try to find something interesting it anyway.
6. \_\_\_\_\_\_If I have something to add to a discussion, I wait my turn to respond.
7. \_\_\_\_\_\_I find it easy to see things from another person’s point of view.
8. \_\_\_\_\_\_It is easy for me to express how I feel
9. \_\_\_\_\_\_Even if I think I know what a person is going to say, I wait to hear what they have to say before I respond.
10. \_\_\_\_\_\_When I am wrong, I am not afraid to admit it.
11. \_\_\_\_\_\_When someone corrects my work, I take it well without being defensive.
12. \_\_\_\_\_\_I try to get all the facts before I make a judgment.
13. \_\_\_\_\_\_When I feel someone is in the wrong, I prefer to talk about it.
14. \_\_\_\_\_\_I would talk to a teacher if I was having a problem understanding in class.
15. \_\_\_\_\_\_If I thought a teacher had given me the wrong grade, I would talk to him/her about it.
16. \_\_\_\_\_\_In an argument, I don’t feel like there has to be a “winner”.
17. \_\_\_\_\_\_I think teachers are usually willing to help students who have a problem in class.
18. \_\_\_\_\_\_I know the best time to talk to my teachers if I have a problem with my assignments.
19. \_\_\_\_\_\_If I try to talk to someone and they don’t answer me, I try again later.
20. \_\_\_\_\_\_When I talk to someone, I like to “look them in the eyes”.

Scoring: Add up the “U” Usually answers

18-20 You have a good working knowledge of how to communicate with teachers and others.

16-17 You are on track for good communication. There are several things you can do to improve.

14-15 You could use some work on your communication style

Below 14: Be glad you are learning about better ways to talk and listen.

Directions: Use the Communication Notes Paper to answer the following questions:

1. What are the 6 things you should do when you are talking to someone?

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2. What are 3 types of communication?

3. What is empathy?

4. What are 4 points of being a good listener?

5. Write 1 paragraph describing how your will work to improve your communication skills.

**COMMUNICATION NOTES**

**Passive Communication:** Not expressing your feelings and keeping them to yourself.

**Assertive Communication:** Expressing your feelings in a positive manner and standing up for yourself

**Aggressive Communication:** Expressing your feelings in a fighting manner, or yelling and being defensive.

**Tact:** Telling someone something without offending them

**Empathy:** The ability to identify and hare another person’s feelings

**Cooperation**: Working together

**Compromise**: A give and take situation

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**Notes: Understanding is part of communication:** 6 points of expressing yourself clearly:

1. Think before you speak( discuss how we say “just kidding” when we say something we didn’t really want to say. We try to make a joke out of it, but it is too late.)
2. Don’t be rude. (discuss how kids will say something like “whatever” which is a form of rudeness.)
3. Watch your tone of voice. (If you can learn to keep your tone down and use a regular voice in a discussion, the person who raises their voice is out of control and loses the argument.)
4. Don’t talk too quickly- loud, soft, etc.
5. Make eye contact
6. Let the listener respond. Don’t interrupt. (Frustration with teenagers because a lot of parents don’t listen to their side of the story, they just yell and punish and won’t listen to the kid.)

**When Listening to Others:**

4 points of being an effective listener

1. Look at the speaker

2. Facial expressions. (don’t roll your eyes)

3. Don’t interrupt, let them finish their sentence.

4. Don’t jump to conclusions.