

# COMMUNICATION

Communication goes well beyond being liked. Good communication is essential for success: personal, social, professional.

Speak and write so you can be understood.

Be an active listener. The ideas and information of others is important.

## REVIEW ONLY

### School Datebooks

**Speak:**

Formally or informally communicate orally to individuals or groups.

**Write:**

Communicate using the written word. Use paper, pen, computers, tablets, and smart phones.

## DO NOT SUBMIT FOR PRINT

**Have discussions** to solve disagreements.

**Listen:** really hear what others say, especially if you are being spoken to directly.

**Interpret:**

Restate words or ideas.

**OR**

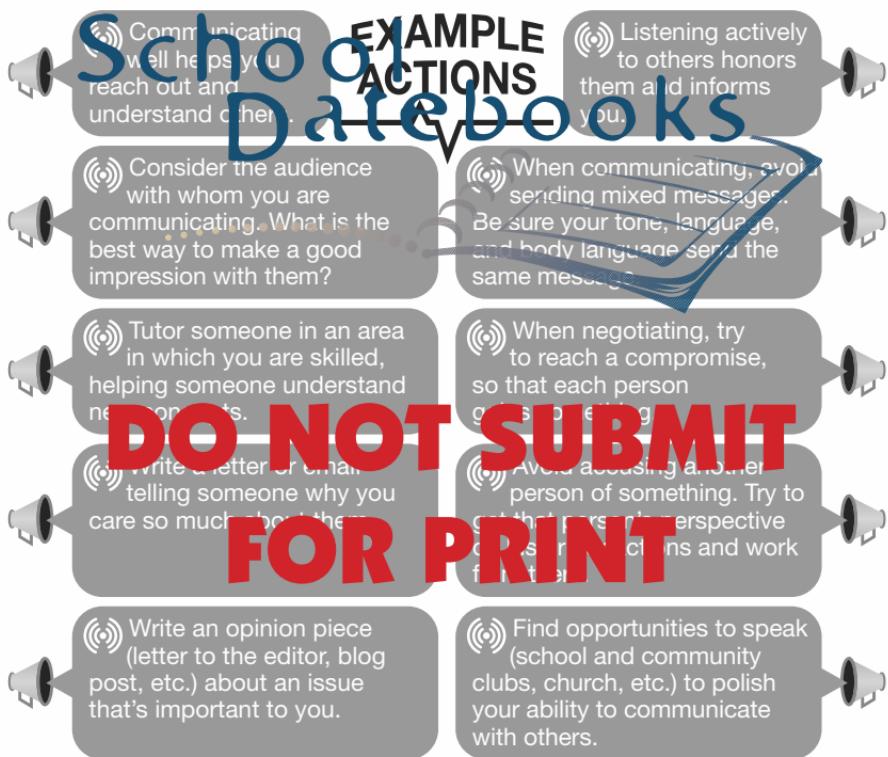
Translate from one language to another.

## IDENTIFY THE BEST COMMUNICATION:

1. You are talking to someone at a social outing. This person has influence and could hire you. You:
  - A. talk on and on about what a great employee you are.
  - B. ask the person questions about the business and listen closely to the answers.
  - C. mention your job search and highlight your strengths.
  - D. discuss the weather.
2. You are required to listen to a rather boring lecture. You:
  - A. text on your phone throughout the talk.
  - B. bring your knitting or read a book.
  - C. take notes to help you stay focused.
  - D. pay attention in spite of the dull delivery.
3. You must present a session about your project to a panel of business people. You:
  - A. use formal speech and stick to the plan without the ability to add your points.
  - B. wing it, doing your best to memorize the presentation of your own project well enough.
  - C. use slang and mumble.
  - D. use a slideshow with bullet points and read the slides.

You'll find  
answers at  
the bottom  
of the page.

# REVIEW ONLY



1. B is the best answer because it allows the other person to talk about his/her area of expertise while informing you more about a potential employer. C is also acceptable but offers less consideration for the other person.
2. D is the best answer because it is polite and inconspicuous with a potentially educational result. C is also a good answer, but note taking may draw unwanted attention to yourself.
3. Choice A shows the most thoughtful preparation and offers the opportunity to reach your audience with information and emotion.