



## DEVELOPING GOOD COMMUNICATION SKILLS!

### Empowerment Topic: Developing Communication Skills

Name: \_\_\_\_\_ Date: \_\_\_\_\_

The "Developing Communication Skills" video, features role models sharing their reasons for why learning to speak and listen effectively is so important for all careers.

Watch the video at least once. Read each item below. Then think carefully and use the blank lines to answer the questions and share your ideas.

#### 1. Good communication begins with being a good listener.

What do you think is meant by this sentence?

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How do you feel when someone listens well to you? Why do you think that is?

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#### 2. Communication is a two-way channel with one person talking and the other listening.

How can you make sure people listen to what you have to say?

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How can you become a better listener when someone else is speaking?

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**3. When you speak in a low, confident and calm voice people trust you.**

Do you agree with this sentence? Why or why not?

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Who would you trust more: someone who is speaking calmly or someone who is screaming and yelling? Explain your reasoning.

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**4. When you are trying to convince someone to agree with your ideas, it's important to use language that "paints pictures" that help the other person understand what you mean.**

Why is it important to get the other person to understand the situation from your point of view?

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How can understanding someone else's point of view help you communicate your wishes better?

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**5. Think before you speak.**

What do you think this statement means? Explain.

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How can preparing ahead of time help you become a better communicator?

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**6. One of the role models said that if you want to become a better communicator, record yourself as you present information (speak) and then watch the recording.**

Why would watching your own presentation help you improve your communication skills?

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Tell why it might be valuable to record and review yourself speaking over time.

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**7. It's easy to be nervous when you don't know what you're talking about.**

What's the best way for you to know what you're talking about so you won't be nervous when speaking?

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Even with preparation, people can feel nervous when speaking before others. What are some other ways to stay calm when giving a presentation?

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