

Name:

Date:

Developing Communication Skills: Independent Learning Guide

The role models in the video “Developing Communication Skills” explain why learning to speak and listen effectively is so important for all types of careers.

Watch the video “[Developing Communication Skills](#)” at least once. Then read each statement below. Think carefully about each question before you answer it.

- 1. During the movie, the role models explained how important it was to think before you speak.**

What do you think this statement means? How can preparing ahead of time help you become a better communicator?

- 2. One role model told us that communication is a two-way channel with one person talking and the other person listening.**

How can you make sure people listen to what you have to say? How can you become a better listener when someone else is speaking?

3. The video taught listeners that good communication begins with being a good listener.

What do you think is meant by this sentence?

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

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

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

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

5. **When you are trying to convince someone to agree with your ideas, it's important to use language that "paints pictures." This is language that helps 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?

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

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

Why would watching your own presentation help you improve your communication skills? Tell why it might be valuable to record and review yourself speaking over time.



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?

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