

Name _____

Date _____

Communications Worksheet

COMMUNICATING EFFECTIVELY

Objective: To enable an individual to communicate effectively.

Instruction: For each of the below-mentioned scenarios, write which verbal skill you will use and state a dialogue as an example. First, one has been done for you.



Scenarios	Verbal Skill	Dialogue
Refusing somebody who is asking you to do your work.	Assertiveness	"I really wish to help you but I have to finish an assignment today."
Talking to somebody whose uncle passed away recently.		
Congratulating your friends on her birthday.		
Doing a meeting with your business partner to be.		