

Name : _____ Date : _____

EFFECTIVE COMMUNICATION

Directions: Mark each one YES or NO.

1. Avoid shouting at people who disagree with you.
YES NO
2. Speak clearly and get straight to the point.
YES NO
3. Think carefully before speaking.
YES NO
4. Use body language to express your feelings.
YES NO
5. Listen to the person you are talking to.
YES NO
6. Solve problems with a cool head.
YES NO
7. Be firm but still polite.
YES NO
8. Ask questions if there is something you don't understand.
YES NO
9. Avoid talking to people who upset you.
YES NO
10. Don't interrupt when someone else is talking.
YES NO
11. Don't just say what you think they want to hear.
YES NO
12. Focus on communication by avoiding distractions.
YES NO