Activity

Begin by identifying with students what makes effective communication strategies. Ask:

✓ Why do listeners pay good attention to effective speakers, or good speeches?
✓ What are the traits of an effective speaker, or a good speaker?

With student assistance, complete the following by recording their answers: These could be posted on board or overhead ahead of time:

- I enjoy listening to a person who ____
- I can tell a speaker is paying attention to me when ____
- I know the speaker knows what she is talking about when ____

✓ What are the traits of a good listener? Complete with student input. You may want to create a tally after each question. Post these on the board or overhead ahead of time.

- I ask questions when I don’t understand something. Yes? __ No? __
- I pay attention even if I don’t like the speaker. Yes? __ No? __
- I always let the speaker finish what she is saying before I talk. Yes? __ No? __
- I look at the person who is talking to me. Yes? __ No? __
- I try to ignore distractions when I am listening. Yes? __ No? __
- I remember what other people are saying to me. Yes? __ No? __

Students are already active listeners in some areas probably, and need to improve in other areas. All the YES answers mean good active listening habits. The NO statements are for students to work on improving. Review these with students.

Activity:  Student worksheet SW B: Pairs Practice- Speaking and Listening Applications OR SW B- Roleplay Script Application. Decide ahead how you will use the student worksheets, (SW B).
Summary

Our body language is one way that we communicate. The body language that gives messages is______ (face expressions, sitting, standing, moving, tone of voice)

Effectively communicating also means being a good listener. Three or four ways of being a good listener are______ (look at the speaker, ignore distractions, ask questions, try not to daydream)

Communication game may be appropriate here.

Notes for Teachers

Previous communication games and exercises available with the last lesson will be appropriate for use here.

Reflection

How can I improve my own speaking and listening skills?

My goal for this week will be _______.

Home Connection

Ask a parent one question and make notes of the response for classroom sharing the next day:

How do you communicate at work with the boss when there is a problem? Do you think this is the best way to handle the problem?