

# Strategies for Effective Communication

## 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).

## Objectives

- Understand and identify strategies to be used to be an effective communicator.
- Practice effective strategies of communicating with one other person.
- Non-verbal forms of effective communication are identified and practiced

## Materials

Decide on the amount of time you will spend on each aspect of this lesson, and which student activities you will choose to do, both written and participatory.

Make student copies of those optional assignments that you want them to complete in the context of this lesson:

SW B – Speaking and Listening Applications  
SW B – Roleplay

Post questions below under activity on the board.

## Vocabulary

- Strategy
- Body language (4 ways – sit, stand, move and facial expressions)
- Communication of messages (4 ways – writing, speaking, listening and reading.)

## 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?**