

Effective Comm. Strategies

Directions

In pairs, practice these speaking and listening points as you speak and listen on the topics below.

Speaking Points:

- Say what you mean.
- Be clear and brief.
- Watch your listeners: Are they confused? Bored? Impatient? If so, tone down or shorten your speaking. (Watch their body language.) Ask them to have questions or make comments.

Good Listeners:

- Look at the speaker. This shows you are paying attention, and it is easier for you to pay attention.
- Ask questions when confused or curious.
- Ignore distractions, like outside noises and daydreams.

Take turns with your partner being a speaker and a listener on one of the topics below. Try to follow the speaking and listening suggestions listed above.

- A relative or family member I admire
- My favorite TV show
- A great movie
- A really nice experience I had
- My favorite class

Whom do you talk to if you have a personal problem? Why is that person a good listener? Refer to the listening tips above to identify the good listener's traits.

Identify a speaker that you admire. Does the person use any or all of the speaking methods above? Give examples of the speaking points he/she uses.