

# IMPROVING COMMUNICATION SKILLS

**GOAL: Students will understand the importance of developing good communication skills.**

**Time Required:** 30-45 minutes

**Principles:** Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.

**Objectives (Students will...):** Evaluate their communication style and begin using effective communication skills.

**Activity Statements:** Students will assess how they communicate with others.



## Materials:

1. Pencil/pen
2. Handout 1: *Attitudes toward Interacting with People and Scoring Analysis*

## Procedures:

1. Begin by talking about the importance of good communication skills.
2. Ask students what they believe is the difference between one-way and two way communication. A lecture, written instructions for a test and memos are examples of one-way communication.
3. Practice two-way communication in role play situations
4. Have students analyze body language and other non-verbal.

## Discussion:

1. What kind of communicator are you?
2. Do people see you as an effective communicator or ineffective communicator?
3. How would you describe how you communicate?
4. Have students complete the handout.

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5. Integrative Closing Statement: How we communicate to others is important. Encourage students to assess how they express their ideas and feelings.

6. **Is body language open or closed? Positive or negative?**

## **Additional Resources:**

Conversation Procedures <http://www.cyberparent.com/talk/procedure.htm>

**Extension Activities:** Notice how you communicate with others. Is it one-way or two-way? Are you listening or lost in your own thoughts? Practice listening more intently and responding to the concerns of others.

## Activity:

Have students read [Dealing with Difficult Co-Workers](#) and discuss how good communication skills are necessary in their work life.

- a. To “try out” real-life communication challenges in jobs (and to show the importance of good decision making), have the students role play.
  - b. Then ask them to select a career cluster that appeals to them after they have taken the career interest survey. (This will require computer access, the survey takes about 20 minutes, recommend students do this at home and bring results in).
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