



Effective Communication



Communication Skills, Module 3




AGENDA



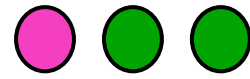
1. Brainstorm what skills are needed to be an “effective communicator”.



2. Working in pairs, practice speaking and active listening on a chosen topic.



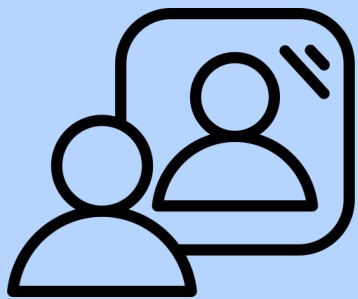
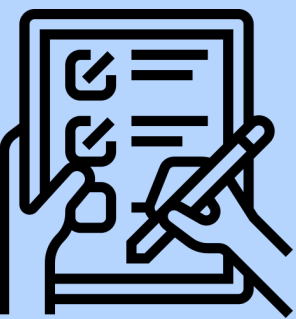
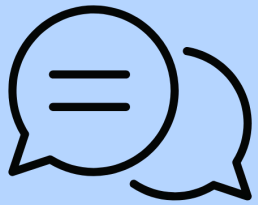
3. Reflect: What gets in the way of me listening carefully and with intention? How might I benefit if I improve my listening skills?



BRAINSTORM

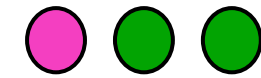


What skills do you think encompass the idea of an “effective communicator”?

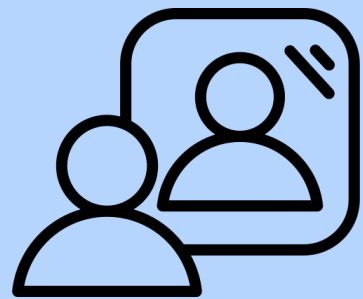
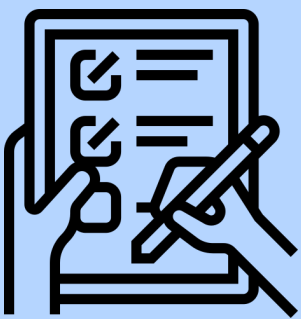


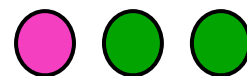
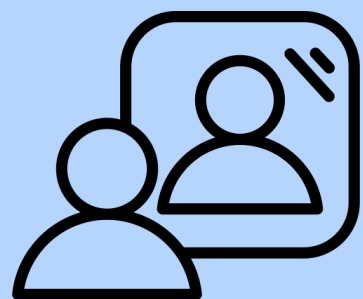
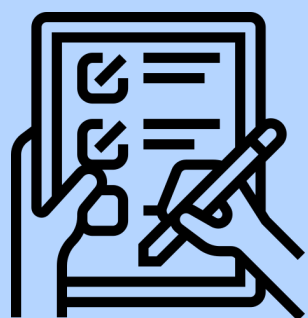


DISCUSS



Have you heard the saying, “You have two ears and only one mouth, so you should do twice as much listening as you do talking” ?





DIVE IN

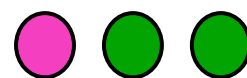
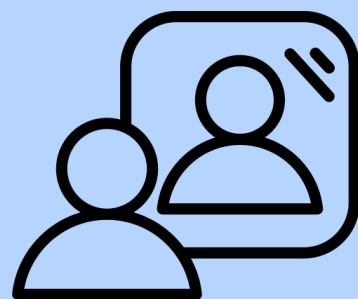
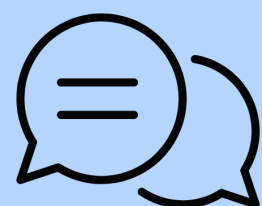


Active listening

Active listening is a way that helps us to fully understand the message of the speaker. In order to be an active listener, you need to truly pay attention to the speaker and not become distracted or lose focus.

Click the button below to listen to some tips on practicing active listening.





ACTIVITY



Working in pairs, choose a topic from the list below. Take turns sharing (5 minutes each) your topic and listening. Remember to use the skills listed above.

One thing that might surprise you about me is...

If you could visit anywhere in the world, where would you go?

What superpower would you choose and why?

If you could have any job in the world, what would it be?

emozi High School

Worksheet

Name: _____ Date: _____

Effective Communication Skills

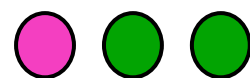
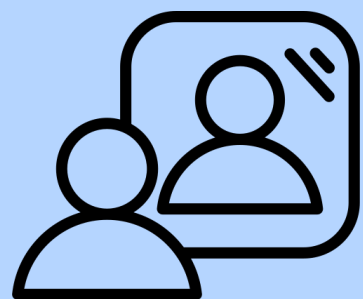
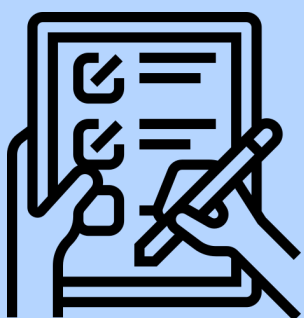
Listening Skills

- Let the speaker know you're listening
- Check in to make sure you understand
- Ask more questions to get further information
- Think about what the speaker is saying before you speak
- Sum up what you heard

Use the box below to take some notes on the conversation.

Reflect: What gets in the way of me listening carefully and with intention? How might I benefit if I improve my listening skills?

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REFLECT

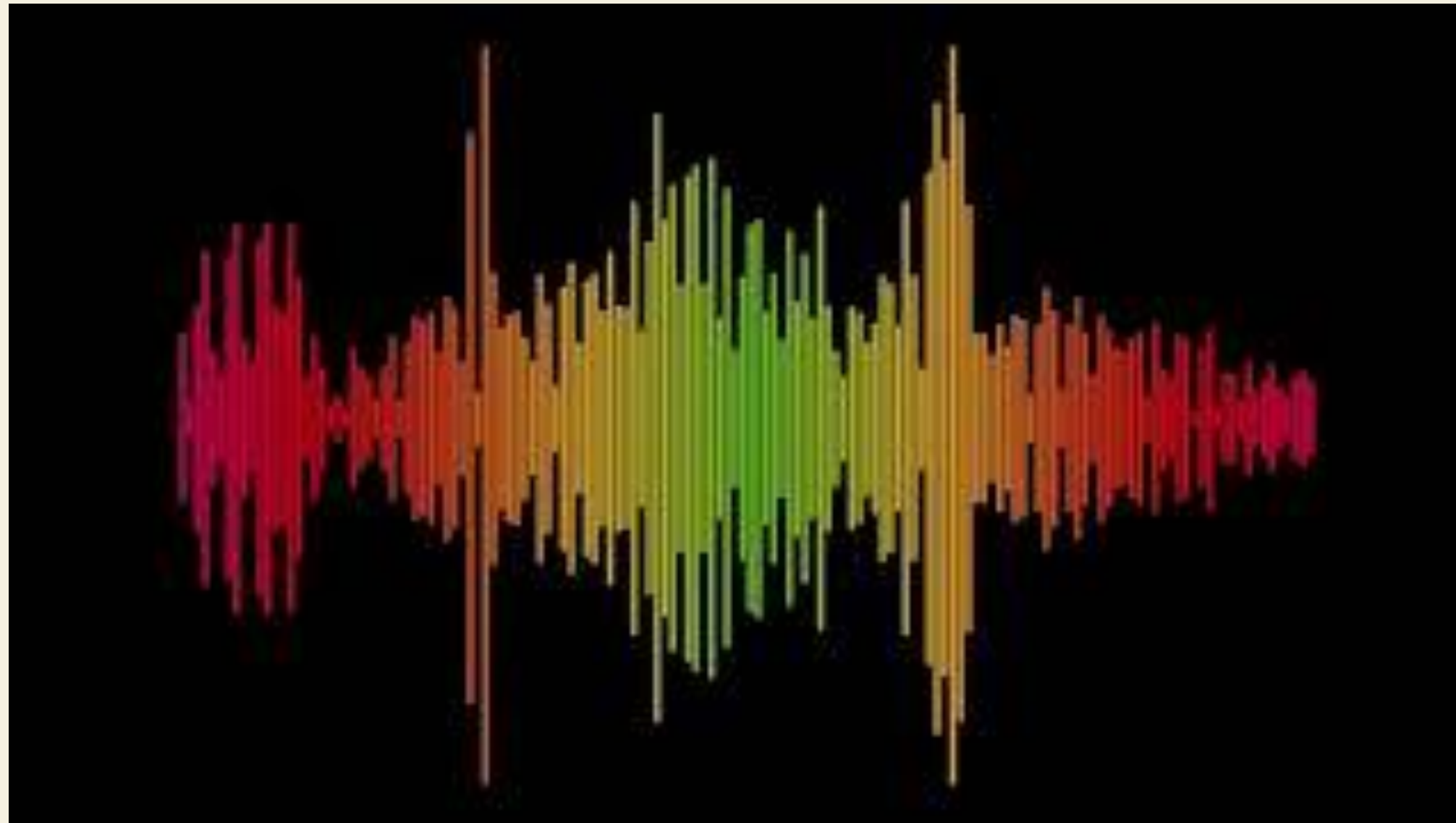


What gets in the way of me listening carefully and with intention? How might I benefit if I improve my listening skills?



Extend & Enrich

Try listening to some of these scenarios. Play one at a time and ask students to explain in as much detail as possible each of the vignettes.



Home Connection



Home Connection

Effective communication

Dear _____,

I'm excited to share that your student has been learning about the importance of active listening in communication. We discussed how effective communication involves talking and truly listening to understand others. Active listening helps us fully grasp the speaker's message and fosters better relationships.

Students learned various techniques to improve their listening skills, such as maintaining eye contact, focusing on the speaker, and avoiding distractions. They also practiced showing they are listening, like nodding, smiling, and asking clarifying questions. These skills are essential for clear and meaningful communication.

Please discuss this question with your student: Can you think of a time when you felt truly listened to? How did it make you feel? How can you show that you are actively listening to others? This will help reinforce their learning and encourage them to practice their new skills at home.

Please do not hesitate to reach out with any questions or concerns.

Best,

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Professional Development



How are your listening skills? How is your memory? What might you do to improve your listening and memory skills? How would that help in your personal and professional life?





Further Study

Part of the skill of listening is to be able to remember the details of what someone is saying to you. The Mind Palace technique can be very useful. Here are some links to help:

https://youtu.be/Plbz_gKw0XY





Lesson Complete!

