



Communication Techniques

Grades 9-12

Language of Health Literacy:

Effective communication is important because ____.

Context impacts communication by ____.

It is important to keep context in mind when communicating because ____.

I am speaking to ____. Therefore, I should ____.

I am currently at ____, which means I should ____.

Right before this, ____ happened. This may impact my ability to communicate by ____.

In order to (be heard/listen) effectively in this situation, I must ____ because ____.

The rules of this space are ____, and therefore, I must ____.

Step 1

Active listening is important because ____.

How does ____ make you feel?

I am hearing you say ____.

You said you ____. That reminds me of ____ in my own life.

Step 2

I would appreciate the opportunity to ____.

I was hoping to discuss the following issue/idea with you.

Would you be willing to meet to discuss this further?

Thank you for your time.

Step 3



Step 1: Examine the Context

Sub Skills:

- Define communication
- Explain why contexts affects communication
- Analyze time, place, and audience



Step 2: Use Effective Listening Strategies

Sub Skills:

- Define active listening
- Use verbal listening strategies
- Use nonverbal listening strategies



Step 3: Use Effective Speaking Strategies

Sub Skills:

- Use non-verbal communication effectively
- Use voice effectively
 - Tone
 - Inflection
 - Speed
 - Volume
- Use effective written communication
 - Use concise and clear language
 - Create an appropriate tone with punctuation and grammar
 - Reread and edit your writing
 - Consider the ways your words could be interpreted and change to be more easily interpreted
 - Suggest a time to talk in person or over the phone if the message is too complex