

Communication DOs and DON'Ts

Indicate whether you should or should not engage in each behavior while **listening** to others.



	DO	DON'T
1. slouch or slump	_____	_____
2. give the speaker constructive feedback	_____	_____
3. acknowledge the speaker	_____	_____
4. show interest in what the speaker is saying	_____	_____
5. do something else while you are listening	_____	_____

Indicate whether you should or should not engage in each behavior while **speaking** to others.

	DO	DON'T
1. avoid making eye contact	_____	_____
2. speak at an appropriate volume	_____	_____
3. speak while eating or chewing gum	_____	_____
4. understand nonverbal clues	_____	_____
5. speak in a harsh tone of voice	_____	_____
6. speaking at an appropriate volume	_____	_____