



ANSWERS

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

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