



Communication

DIRECTIONS: Mark each one YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Speak clearly and be straightforward
<input type="checkbox"/>	<input type="checkbox"/>	Think about what you are about to say before speaking.
<input type="checkbox"/>	<input type="checkbox"/>	Yell at people who don't agree with you.
<input type="checkbox"/>	<input type="checkbox"/>	Listen to the other person.
<input type="checkbox"/>	<input type="checkbox"/>	Shrug your shoulders. Make faces to express your feelings.
<input type="checkbox"/>	<input type="checkbox"/>	Refuse to speak to someone who has upset you.
<input type="checkbox"/>	<input type="checkbox"/>	Be firm but tactful.
<input type="checkbox"/>	<input type="checkbox"/>	Ask questions if you have them.
<input type="checkbox"/>	<input type="checkbox"/>	Tell the other person what you think they want to hear.
<input type="checkbox"/>	<input type="checkbox"/>	Interrupt the other person if you think of something to say.
<input type="checkbox"/>	<input type="checkbox"/>	Hash everything out in the heat of the moment.
<input type="checkbox"/>	<input type="checkbox"/>	Set aside distractions and focus on communication.