



Effective Communicator

“Good Speaker”

*SOMEONE WHO SPEAKS OR WRITES CLEARLY SO
OTHERS UNDERSTAND*

Questions I ask myself:

- How can I say something in a way that others understand and are interested?
- What does my body show about how I feel or what I am saying?
- What words can I use that show respect for others?
- How well do I listen to others?



Effective Communicator

What I Do and Say:

- Be positive and kind
- Use appropriate language
- Look at others' eyes when I am talking or listening
- Use the right voice level
- Say hello nicely and with a smile to everyone
- “What I hear you saying is...”

What I Don't Do and Say:

- Talk about extra things that don't matter right now
- Ignore what someone else is saying
- “It's too hard to explain.”

