



# EFFECTIVE COMMUNICATION

(This card is used to facilitate instruction, questions to ask – answers ETC... If the back is required – that's OK – but try to limit to one card for reference)

## Effective Communication

### What is effective communication?

Ask the audience if they know what effective communication is.

### Active Listening

What are some things we can do to help ensure we are actively listening?

Do facial expressions indicate whether or not our message is understood?

Is it important for other people to understand what we are trying to say? Why?

### Responding

Should the receiver of a message seek clarification of a message? Why?

What happens when we try to build a response before listening to the entire message?

## Effective Communication

### Text Messaging

Is text messaging more effective than face to face conversations? Why?

Have you ever received a text or email that you did not know how to interpret the message, meaning it could have been different depending on the tone?

Has anyone added their own emotion to a text or email, only to find that the emotion was wrong?

Do people seek clarification in texts or emails to ensure they understand the meaning or emotion of the message? Why or Why not?