

Communication Development



What are Communication Skills?

They include how we listen, speak, and express ourselves clearly and respectfully to others.

Communication Skills
High School



Communication styles exist on several levels. Rate yourself (1-10) on each style:

1 = Rarely


10= Very Often

Style	Rating
Direct (straightforward, explicit) vs. Indirect (implicit, contextual)	
Elaborate (detailed, expansive) vs. Succinct (concise, to the point)	
Personal (relationship-focused) vs. Contextual (situation-focused)	
Instrumental (goal-oriented) vs. Affective (emotion-oriented)	
High Context (relies on shared understanding) vs. Low Context (explains everything)	


How does your communication style reflect your cultural background, personality, and values?

In what situations might your preferred style be less effective, requiring adaptation?

Verbal Communication Mastery

 Analyze how the words people choose affect how clear and strong their message is:

Original Statement	Potential Issues	Revised for Clarity
"The project didn't really meet expectations."		
"Everyone thinks this policy is unfair."		
"You never follow through on your commitments."		
"We should probably consider making some changes soon."		

 Different reasons for communicating require different approaches.
For each section, write down what you're trying to communicate, then list some smart ways to communicate it well:

Why You're Communicating	What You're Trying to communicate	What Helps You communicate it Well
To inform/explain		
To persuade/influence		
To build relationship		
To entertain/engage		
To resolve conflict		

Choose one communication section from above and describe a specific scenario where you might use those strategies:

Advanced Listening



Different contexts require different types of listening. Evaluate your proficiency in each

1 = Needs Work

10= Excellent

Area	Rating
Empathetic Listening: Understanding emotions and perspective with compassion	
Critical Listening: Evaluating the validity, logic, and credibility of messages	
Discriminative Listening: Detecting nuances in tone, pace, and other vocal qualities	
Comprehensive Listening: Grasping complete meaning and remembering information	
Dialogic Listening: Engaging in authentic exchange that builds shared understanding	

For your lowest-rated area, what specific strategies could help you improve?



Our listening effectiveness is reduced by various barriers. Identify those that affect you most:

Cognitive barriers (e.g., preconceptions, confirmation bias):

Psychological barriers (e.g., emotional triggers, defensive responses):

Physiological barriers (e.g., hearing issues, fatigue, hunger):

Environmental barriers (e.g., noise, distractions, uncomfortable settings):

For one significant barrier, create a specific strategy to address it:

Nonverbal Communication



Nonverbal communication contains multiple layers of meaning.
For each nonverbal dimension, analyze its impact and your personal tendencies:

Nonverbal Dimension	Communication Impact	Your Typical Patterns
Kinesics (body movements, gestures)		
Proxemics (personal space, distance)		
Paralanguage (voice tone, volume, pace)		
Haptics (touch, physical contact)		
Chronemics (time use, punctuality)		
Appearance (clothing, grooming)		



Nonverbal norms vary significantly across cultures. Research and describe cultural differences in:

Eye contact norms:

Personal space expectations:


Gesture meanings that vary across cultures:

Digital & Media Communication

✓ Digital platforms create unique communication environments.
Complete this comparative analysis by checking where each element applies:

Communication Element	Face-to-Face	Text/Messaging	Social Media	Email
Information richness				
Synchronicity				
Permanence				
Social presence				
Context cues				

Describe one significant communication challenge unique to digital environments and a strategy to address it:

 Media messages require critical analysis. Examine a recent news story, advertisement, or social media trend:

Media example:

Primary purpose (inform, persuade, entertain, etc.):

Target audience:

Communication techniques used (emotional appeals, authority, statistics, etc.):

Unstated assumptions or values:

Communication Development Plan



Based on this worksheet, evaluate your current communication competencies:

My top 3 communication strengths:

- 1. _____
- 2. _____
- 3. _____

My three most significant communication challenges:

- 1. _____
- 2. _____
- 3. _____



Create a plan to enhance your communication effectiveness:

Priority communication skill to develop:

Why this skill is important to my goals:

Specific actions I'll take to develop this skill:

- 1. _____
- 2. _____
- 3. _____

How I'll measure my progress:

