

Message Masters



What are Communication Skills?

They are the ways we listen, talk, and share our thoughts and feelings with others.

Communication Skills
4th-5th grade



Different situations call for different communication methods. Match each situation with the best communication channel:

Face-to-face conversation

Text message

Email

Phone call

Handwritten note

Video call

Telling your teacher why you're absent

Sharing weekend plans with friends

Working through a conflict with a sibling

Explaining a complex math problem

Sending a thank you note

Collaborating on a group project

Explain your reasoning for one of your matches:

Verbal Communication Skills



Identify what's unclear about each message and revise it to be more effective:

Unclear: "Put that over there."

What's unclear? Re-write this message so it's more clear:

Unclear: "You never listen to me!"

What's unclear? Re-write this message so it's more clear:

Unclear: "The assignment is due later."

What's unclear? Re-write this message so it's more clear:



The same words can send different messages depending on your tone. Describe how each tone might affect the listener:

Statement:

"I finished my part of the project."

Said with excitement:

Said with sarcasm:

Said with nervousness:

Said with pride:

Active Listening Mastery



Rate yourself on these listening skills

1 = Needs Work

5= Excellent

Area	Rating
Focusing attention on the speaker	
Avoiding distractions	
Waiting for my turn to speak	
Asking relevant questions	
Remembering key information	
Noticing the speaker's tone and body language	
Showing interest through my facial expressions and body language	



Match each active listening strategy with its purpose:

Paraphrasing

Shows the speaker you understand their feelings

Asking questions

Confirms your understanding of the main points

Summarizing

Clarifies details and encourages more information

Reflecting feelings

Captures the overall message in your own words

Which active learning strategy do you feel you are good at? Why?

Nonverbal Communication



Our nonverbal cues often speak louder than words. Describe what each of these body language signals might communicate:

Arms crossed tightly:

Leaning forward while someone speaks:

Avoiding eye contact:

Nodding and smiling:

Fidgeting constantly:

Tapping foot rapidly:

Communication for Collaboration



Giving and receiving feedback is an important communication skill. Rewrite these statements to make them more constructive:

Constructive: Helping to improve; promoting further development or advancement

"Your handwriting is really messy."

Re-write this in a constructive way:

"Your presentation was boring."

Re-write this in a constructive way:

Communication Growth Plan



Reflect on your communication strengths and challenges:

My communication strengths are:

Areas where I want to improve:



Set a specific communication goal and action steps:

My communication goal is:

Steps I'll take to improve:

1.

2.

3.

How I'll know I'm making progress:
