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GUIDED NOTES

COMMUNICATION

Directions: Complete these notes as you watch the MyCareerTech "Communication" video.

Introduction

1. _____ are personality-specific traits and can be used to describe your approach to life, work, and relationships.
2. _____ is the act of giving, receiving, and sharing information from one place, person, or group to another.
3. Knowing your _____ and understanding how they need to receive information is just as important as knowing ourselves.

Forms of Communication

4. Fill in the table:

Forms of Communication	How is it used?	Tips
Verbal		_____ before you talk Get to the _____ quickly Know the _____ of the conversation
Aural		Be an active _____ Ignore _____ and stay focused Note tone and _____
Non-verbal		Be aware of _____ expressions Notice body movement and _____ Consider _____ Use gestures Maintain _____ contact

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Written		Take time to compose Be clear and _____ Pay attention to _____ Use an _____ voice
Visual		Pay attention to _____ accuracy and flow Use Typography as a tool Ensure _____ and whitespace enhance, not overwhelm Make sure _____ effects add value

Importance of Good Communication

5. Employers seek out job candidates who are good _____.

Reflection

6. Think about the different forms of communication. Which style do you find most comfortable, and which might you need to work on developing further?