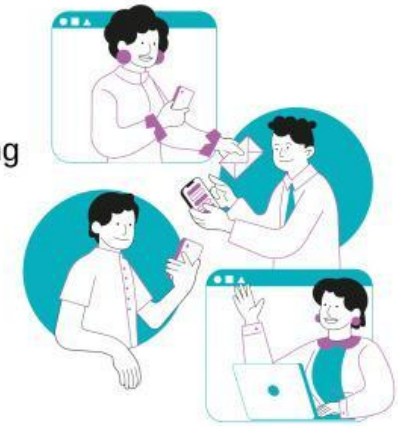
✍️ 1. Match the Words to the Definitions

A. Articulate	1. Easily embarrassed or nervous about speaking
B. Hesitant	2. Uncertain or slow to speak
C. Succinct	3. Logical and easy to follow
D. Vague	4. Good at convincing others
E. Rambling	5. Talks too much without structure
F. Inhibited	6. Uses few words, but gives the full meaning
G. Coherent	7. Talks in a clear and effective way
H. Persuasive	8. Not clear; hard to understand



🧩 2. Idioms Explanation

To put it in a nutshell

_____

To be like talking to a brick wall

_____

To keep someone in the loop

_____

To hear it on the grapevine

_____

To get the wrong end of the stick

_____

To beat about the bush

_____

📝 3. Fill in the Gaps

1. I _____ that our team might be getting a new manager.
2. She's very _____; she can express her ideas clearly in meetings.
3. I tried to explain it, but it was _____—he just didn't get it.
4. John's response was very _____—he didn't waste any words.
5. Anna tends to be _____ in groups, but she has great ideas.
6. Let me _____: we need to increase sales by 10% this quarter
7. I'll _____ so you know what's happening with the project.
8. He gave a _____ presentation that convinced the board to invest.
9. I couldn't follow the speaker's point because it was too _____.
10. The manager was very _____ to our feedback and took action immediately.
11. We must _____ and stop wasting time.
12. I just couldn't follow the report. I _____.
13. Don't _____—tell me what the issue is.
14. You don't need to tell me, I _____ from Karen in HR.
15. Sarah is an _____ and loves networking events.
16. We're not understanding each other—we're _____.

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🧠 4. Categorization Challenge

responsive, sensitive, focused, persuasive, succinct, fluent, articulate, extrovert, inhibited, eloquent, reserved, rambling, hesitant, coherent, vague

Positive Communication Skills	Negative Communication Traits

✅ 7. Mini Quiz (Choose the Best Option)

1.Which word describes someone who expresses themselves smoothly and clearly?
A) Reserved
B) Eloquent
C) Inhibited

2.What does “to get it straight from the horse’s mouth” mean?
A) Hear it from a reliable source
B) Guess something
C) Misunderstand

3. If someone is “inhibited” during meetings, they likely...
A) Speak confidently and clearly
B) Are shy and hold back
C) Talk too much
D) Convince others easily

4. Which idiom means “to avoid saying something directly”?
A) To get straight to the point
B) To beat about the bush
C) To be on the same wavelength
D) To talk at cross-purposes

5. “He’s very succinct in emails” means...
A) He writes a lot with great detail
B) He avoids answering questions
C) He uses few words but is clear
D) He is difficult to understand

6. What does “to talk at cross-purposes” mean?
A) To speak with strong emotion
B) To talk about the same issue
C) To misunderstand each other
D) To say something confidential

7. If someone says “I can’t make head or tail of it,” what do they mean?
A) They understood completely
B) They are confused
C) They want to explain more
D) They disagree with it

8. Which word best describes a person who is good at convincing others?
A) Persuasive
B) Hesitant
C) Vague
D) Reserved

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