

### 👉 1. Match the Words to the Definitions

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|---------------|---|
| 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

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

#### 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