Activity

Communication Skills

ادر ٢١٣

The table below shows some of communication examples connected with ABC Football Club. Read the examples of communication and then ✓ tick the boxes next to each item to say whether:

i) The communication is an example of internal or external communication.
ii) The communication is an example of formal or informal communication.
iii) The communication is likely to be one-way or two-way.

Example of communication	Internal	Eternal	Formal	Informal	One-way	Two-way
1. The team manager must talk with the directors about buying a new player.						
2. The ticket office must let the fans know that tickets for the upcoming final will be on sale from next Monday.						
3. The manager needs to discuss tactics with his coaching staff.						
4. The players complain about the manager's tactics as they change after training.						
5. The marketing manager discusses an idea with the personnel manager over lunch.						
6. The marketing department must negotiate prices of the club shirts with a supplier.						
7. The marketing department must tell customers about the special National Day gifts on the sale in the club shop.						

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LIVEWORKSHEETS