



_____ is very important in people's lives. People socialize



to make _____, learn new things and share



Many people usually say that they don't follow any rules when communicating. But this is



false. Think about how you talk to your _____, your friends,



your _____, or an unfamiliar person. You talk differently in these situations.

The way people talk depends on the situation. However, all of them start their



communication by saying _____. So this is the first rule they follow. They are also polite, and this is another rule they follow. If they are not polite,



people will not want to talk to _____. Finally, people should not say what they think is false. We should also remember that communication is



_____. When people talk they cooperate with one



another. They exchange _____,



thoughts, and _____.

