

## Complete the text with the corresponding word

outgoing hesitant articulate rambling inhibited eloquent coherent succinct  
persuasive responsive concise reserved vague sensitive

Being able to communicate effectively is important in our daily lives. Some people are naturally more \_\_\_\_\_, expressing their ideas clearly and easily. Others might be more \_\_\_\_\_, keeping their thoughts to themselves. It is important to find the right balance and choose a communication style that works best for you.

A good communicator is often \_\_\_\_\_, keeping messages clear and logical. However, some may be \_\_\_\_\_ when speaking, unsure of the right words to use. A \_\_\_\_\_ listener shows they are interested and paying attention, which can encourage others to share more.

Sometimes, people are able to be \_\_\_\_\_ and speak beautifully, using language in an impressive way. Others, however, may feel \_\_\_\_\_, worried about speaking up due to fear of judgment. Being \_\_\_\_\_ to the feelings of others is also a key part of effective communication. It helps build trust and understanding.

To be \_\_\_\_\_, one must present ideas in a way that convinces others. Being \_\_\_\_\_ can help by keeping the message short and to the point, avoiding unnecessary \_\_\_\_\_. If a message is \_\_\_\_\_, it might be misunderstood, so clarity is important.

Communication is not only about speaking but also about listening. An \_\_\_\_\_ person, who enjoys being social, might be more inclined to talk a lot. However, it is also crucial to be \_\_\_\_\_, summarizing ideas clearly without losing the essence of the message. Effective communication involves understanding different styles and knowing when to adapt them.