ACING GOOD COMMUNI-CATION



Name each group

1. BEING CLEAR AND DIRECT, IF YOU ARE EXPLAINING A TECHNICAL PROBLEM, YOU SHOULDN'T USE COMPLICATED WORDS.
2. PAY ATTENTION TO YOUR BODY LANGUAGE AND FACIAL EXPRESSIONS. COMMUNICATING IS MORE THAN JUST WORDS.
3. WHEN SOMEONE IS TALKING, LISTEN CAREFULLY AND TRY TO UNDERSTAND THEIR POINT OF VIEW. TRY TO NOT LET YOUR BIASES AND OWN EXPERIENCES PREVENTING FROM UNDERSTANDING THE OTHER PERSON.
4. READ BEFORE HITTING SEND, SINCE DEVS USUALLY COMMUNICATE THROUGH EMAIL OR MESSAGES, COMMUNICATION SHOULD BE APPROPRIATE AND ORGANIZED.

Match and complte with should/shouldn't

1. YOUR MANAGER IS GIVING YOU IMPORTANT FEEDBACK
2. YOU ARE SENDING AN IMPORTANT EMAIL TO A CLIENT
3. YOU ARE EXPLAINING A TECHNICAL PROBLEM TO SOMEONE WHO ISN'T A DEVELOPER
4. YOU DISAGREE WITH YOUR TEAMMATE'S IDEA, SO YOU SAY, "THAT'S A TERRIBLE IDEA."
5. YOU DON'T UNDERSTAND AN IMPORTANT TASK
6. DURING A VIDEO MEETING, YOU NEED TO LEAVE FOR A FEW MINUTES.
7. YOUR TEAM IS DISCUSSING A PROBLEM, AND YOU HAVE AN IDEA

- YOU _____ USE SIMPLER LANGUAGE.
- YOU _____ CRITICIZE SOMEONE'S IDEA IMMEDIATELY.
- YOU _____ LEAVE WITHOUT LETTING THEM KNOW.
- YOU _____ INTERRUPT THEM ABRUPTELY.
- YOU _____ GIVE THEM YOUR FULL ATTENTION.
- YOU _____ CHECK THE MESSAGE BEFORE SENDING IT.
- YOU _____ ASK QUESTIONS WHEN IT'S NOT CLEAR.

LIVEWORKSHEETS