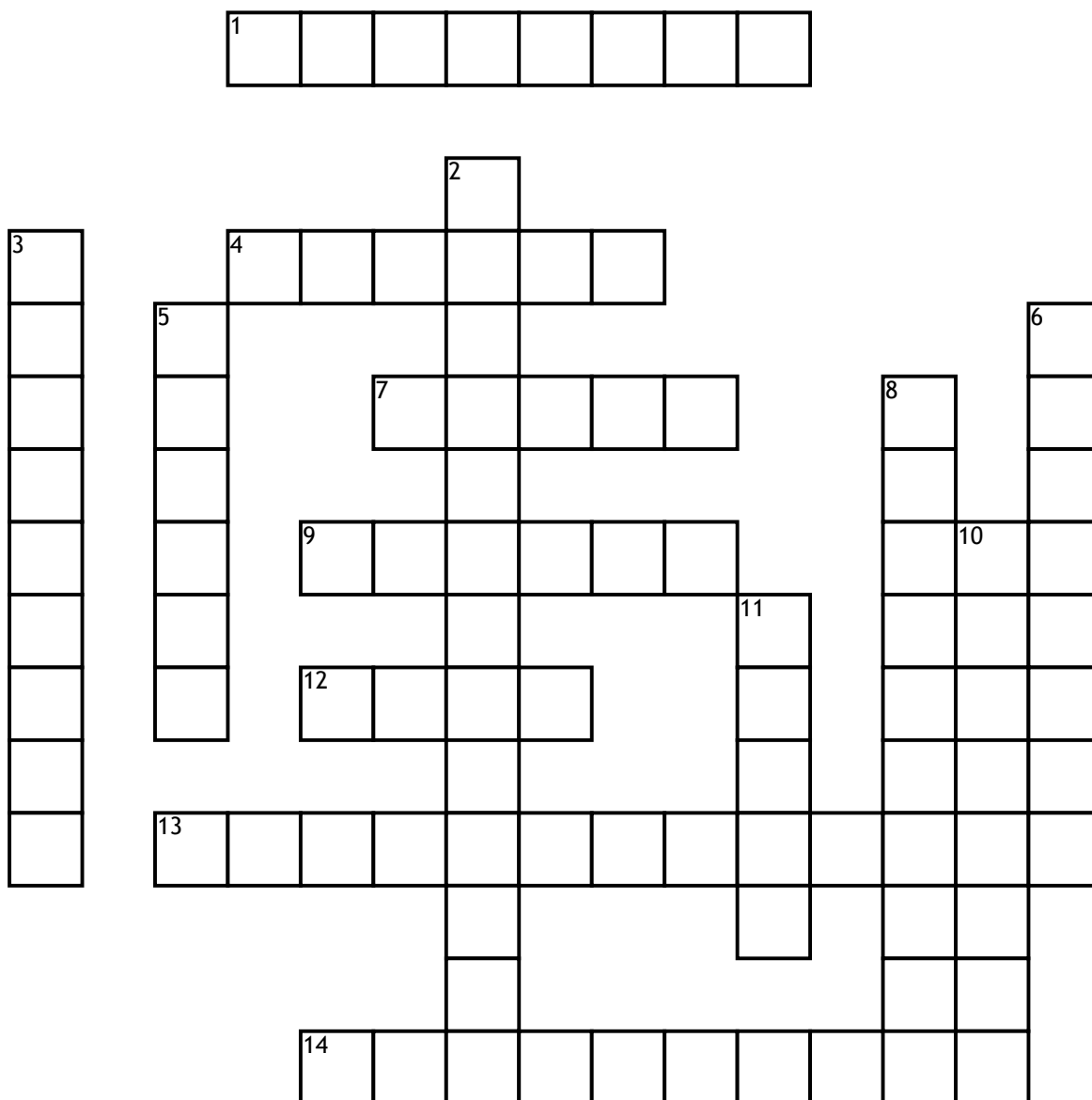


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Communication



## Across

1. A challenge is writing out your thoughts is that the \_\_\_\_\_ can not ask what you meant.

4. An advantage of writing out your thoughts is being able to make changes \_\_\_\_\_ sending.

7. An example of nonverbal communication is a \_\_\_\_\_.

9. Three parts of all communication: \_\_\_\_\_, receiver and message.

12. \_\_\_\_\_ is having a sense of what to do or say to avoid offending others.

13. The better you communicate, the stronger your \_\_\_\_\_ are likely to be.

14. Use body \_\_\_\_\_ to show you are listening carefully.

## Down

2. \_\_\_\_\_ is an exchange of information through the use of words or actions.

3. In \_\_\_\_\_ communication, you get your message across without using words.

5. When speaking, make clear \_\_\_\_\_ statements and be specific.

6. Body language sends messages by posture, \_\_\_\_\_, and facial expressions.

8. Careful \_\_\_\_\_ is necessary for effective communication.

10. When speaking use \_\_\_\_\_ when you express ideas or give suggestions.

11. True or False: Verbal communication is the kind of communication people use least.