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.