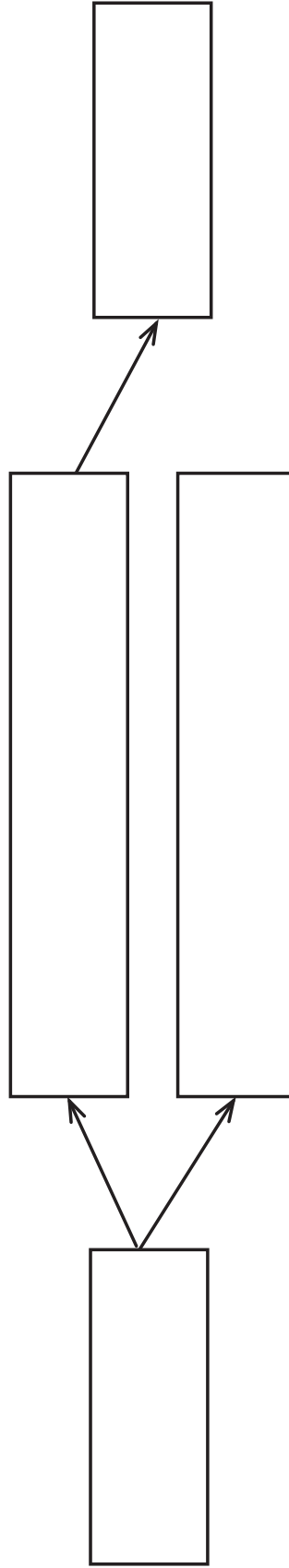


DEFINING COMMUNICATION

Study Organizer

Directions: Copy the chart below and use it to take notes about the listening process.

The Listening Process



ELEMENTS OF SPEECH AND WRITING

Study Organizer

Directions: Use a chart like the one below to write tips for effective speaking in one circle, and tips for effective writing in the other circle. Write all the tips that apply to both in the space that overlaps.

Tips for Effective Communication

