

Communication skills worksheets for students

Be clear in what you are saying.	Be assertive to express your thoughts and feelings.	When you need to speak to others, be confident.	Show friendliness to others.
Don't use harsh words while communicating with others. Watch your words and be gentle.	Show respect to your teachers and friends.	Know what you are saying. Have complete knowledge before you speak.	When others are talking to you, show interest in whatever they are saying.
Wait for your turn while others are speaking.	Do not interrupt when someone else is speaking in the class.	Use your body language while you are communicating.	Maintain eye contact with others while they are talking.
Listen actively to what your teacher is saying to grasp the concept.	Make your posture easy and relax while the other person is talking.	Pause while you are talking, don't let your speech race. Take a small pause so the other person can understand.	Listen to feedback and try to act upon it.