

Effective communication Worksheets for students

Tips for effective communication

Be clear in your message

know what you are saying

Complete the message

show respect to the receiver

Correct message

Be concise

Situation	Thoughts	Verbal communication	Communication skills
<i>Your friend got the first position in the class and you want to congratulate her/him, even though you failed the exam. But he's your best friend.</i>	<i>He will think I am a failure. I should not say anything But he's my best friend.</i>	<i>Hey, you worked hard, I am proud of you. Keep it up.</i>	<i>Friendliness Courtesy</i>
<i>Your friend is asking you to do his work because he has family commitments on the weekend.</i>	<i>If I do his work, how will I do mine? I can't do his work.</i>	<i>I wish I could do it but I'm Sorry, I can't do your work because I have to do mine. I don't have that much time.</i>	<i>Assertiveness</i>
<i>Your teacher asks you to introduce yourself to your class on the first day.</i>	<i>I am shy. I can't speak in front of others. What if they laugh at me.</i>	<i>Good morning teacher and my friends. My name is _____ and I am ____ years old. I am from _____.</i>	<i>Confidence Clarity</i>