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Communication Skills

1. Review the key terms in Learning Objective 1 before completing the workbook exercises

2. Explain types of communication

True or False

- T People communicate with words, pictures, and behavior.
- F The receiver and sender do not switch roles as they communicate.
- T Speaking and writing are two examples of verbal communication.
- F How a person's voice sounds and the words he chooses are not important during communication.
- T Nonverbal communication includes posture and facial expressions.
- T Making positive changes in body language will improve communication.
- F A nursing assistant can be helpful by finishing a resident's sentences to show that she understands what he is telling her.
- T The nursing assistant should use mostly facts when communicating with the care team.

Short Answer

State whether each behavior is an example of positive or negative nonverbal communication. Write P for positive or N for negative.

- P Smiling
- N Crossing arms in front of the body
- N Looking away while someone is talking

- P Leaning forward in a chair
- N Pointing at someone while speaking
- N Rolling eyes
- N Tapping a foot
- P Nodding while a person is speaking

3. Explain barriers to communication

Scenarios

Read the scenarios below and answer the questions.

Nursing assistant Barbara Smith thinks resident Mrs. Gold is in pain. Barbara asks her if she is okay. Before Mrs. Gold answers, Barbara looks around the room and begins to gather her supplies to leave. Mrs. Gold simply says, "Yes."

- Identify the barrier to communication occurring here and suggest a way to avoid it.

There are two barriers here: The first is that if the NA thought that the resident was in pain, the first question should have been, "Where are you in pain?" The second barrier was that she should have waited patiently for the resident to respond. Immediately gathering up her supplies without even spending the time to find out if the pain existed and where it was, was negligent.

Basic Communication Workbook

Emily Goenner Munson



Basic Communication Workbook:

Business Services Training ,2008 Basic Oral Communication Skills British Council,D. Adamson,1984-03-01

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Basic Speech Communication Joyce Allman, 1998-10-01

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Workbooks for Psychotherapists Robert Langs, 1985 *Lifeskills for Basic Workplace Communication Skills Mastery Workbook* Robert W. Skarlinski, 1999 **Système-D 4.0** Frank Dominguez, James S. Noblitt, 2004-06 The SYSTEME D WRITING ASSISTANT Software program provides learners with rapid access to language reference materials

Communication Skills Guide And Workbook Paul Gerhardt, 2019-07-21 The best book on communication skills available Based upon the latest research this is perhaps the greatest tool ever developed to help leaders and employer of all levels advance the much needed communication skills that inspires people lower employee turnover and builds trust Most people think they are good communicators However most problems occur because someone does not know what they do not know In fact it takes many times the time effort and expenses to fix the damage done by poor communication than it does to communicate properly in the first place This workbook breaks down key concepts in plain easy to read and easy to follow lessons to help you grow your communication skills Read the short lessons reflect then build your skills by doing the short writing assignments at your own convenience Visit www.SupervisionEssentials.com for other great training products and leadership lessons

The Nonverbal Communication Workbook Joseph A. DeVito, 1989 This workbook has been designed to provide overviews of the various areas of nonverbal communication provide exercises that will promote active learning of the concepts discussed in the text provide materials to guide the further study review of the material covered in the nonverbal communication course

Effective Communication Skills Marsha Ludden, 1992 *Vocational-technical Learning Materials* Bruce Reinhart, 1974

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