

3

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

British Council, D. Adamson



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

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Bender,1994-10-22 A collection of teaching practices tips and suggestions by various teachers from Indiana colleges and universities **Resources in education** ,1991 **Couples Communication Workbook** Monica Travis,2021-04-29 55% OFF for Bookstores NOW at 36 97 instead of 46 97 LAST DAYS Have You Lost Your Spark Are You Having Trouble Communicating Do You Want To Rekindle Your Relationship s Fire Your Customers Will Never Stop To Use This Amazing Guide If you are reading this you have made the first step towards improving your communication in marriage you have detected a problem You and your partner have stopped spending quality time together You talk but you never communicate Your love life has gone down the hill And you end up sitting on a couch watching TV shows while scrolling through your smartphones for something that will spark your interest The lockdown the pandemic work related stress household chores and social circumstances can take a toll on your relationship The clock is now ticking for your relationship Here s How You Can Improve Your Communication Skills Increase Intimacy And Resolve Any Conflict This eye opening couples communication workbook will take you by the hand and give you an in depth understanding of your problems as well as simple tips and tools to overcome your relationship s obstacles Monica Travis the author of this game changing couples therapy workbook has worked with couples for years and has distilled her knowledge experience and skills into an easy to read and simple communication skills workbook that will enable you and your partner to Learn How To Communicate Better Share Your Dreams Goals And Fears Without Any Second Thoughts Increase Both Physical And Emotional Intimacy By Re Connecting On A New Foundation Resolve Those Conflicts That Have Been Simmering For Years And Ruining Your Chances Of Happiness But Wait That s Not All By the end of this couples counseling workbook you will be able to Discover Common Interests And Spend More Quality Time Together Remove Gender Stereotypes Holding Your Relationship Back Goals Together And Learn How To Fix Your Marriage Don t Hesitate Invest In Your Relationship Today Scroll Up And Click Buy Now Buy it NOW and let your customers get addicted to this amazing book *Library of Congress Catalogs* Library of Congress,1976 The Business Communication Workbook Emily Goenner Munson,2023-12-15 The Business Communication Workbook Skills and Strategies for the Working World introduces students to the critical business communication skills they need to succeed in the working world Filled with relevant readings and related activities students are encouraged to study the ins and outs of successful business communication and then practice what they ve learned The text is broken into four units Foundations Formats Preparing to Apply for a Job and Team Work and Presentations In the first unit students learn about networking the various elements of written communication and the fundamentals of professional writing The second unit teaches students how to write successful letters memos and emails as well as how to deliver bad news and conduct

themselves in business meetings In the third unit students learn how to effectively apply for a job with lessons dedicated to LinkedIn references and resumes job application letters and basic interviewing skills The final unit provides information on working in teams and giving presentations The second edition features new readings that address business manners and anchoring in conversation business writing for relationships active listening emotional intelligence and more The Business Communication Workbook is well suited for undergraduate courses in business communication and communication

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Basic Speech Communication Joyce Allman, 1998-10-01

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Basic French Sarah Bulter,Berlitz Guides,2002 Intended to help reinforce skills whether as a supplement to the popular Berlitz Basic course or to other similar home study or self teaching programs these popular work books include 24 units and exercises as well as multiple choice and write in sections to test and improve grammar and vocabulary knowledge A grammar section for quick and easy reference A final test section to increase proficiency and confidence An answer section to help the user analyze individual strengths and weaknesses to improve overall skills

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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