

ACTIVITY 8

Write down your Communication and Listening Habits



You can use the following checklist as a starting point and as a tool to boost the discussion:

- 1. Active Listening:** Do you actively listen to others without interrupting, showing genuine interest in their perspectives?
- 2. Clear Communication:** Are you able to articulate your thoughts and ideas clearly, using language that is easily understood?
- 3. Nonverbal Communication:** Do you pay attention to your body language and facial expressions, ensuring they align with your verbal messages?
- 4. Empathetic Communication:** Do you strive to understand others' emotions and perspectives, showing empathy and compassion in your interactions?
- 5. Open-Mindedness:** Are you receptive to feedback and differing opinions, maintaining an open mind during conversations?
- 6. Respectful Communication:** Do you communicate respectfully, avoiding judgment, criticism, or disrespectful language?
- 7. Concise Communication:** Do you convey information efficiently and effectively, avoiding unnecessary verbosity or ambiguity?
- 8. Feedback Reception:** Are you open to receiving feedback from others, valuing constructive criticism as an opportunity for growth?

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9. Adaptability: Are you able to adapt your communication style to suit different contexts, audiences, and situations?

10. Continuous Improvement: Do you actively seek opportunities to enhance your communication and listening skills through learning and practice?

