

Name _____

The Art of Good Communication: Building Bridges with Words

Short Answer Key

1. Being an active listener means giving someone your full attention, not interrupting, and asking questions to show engagement.
2. Using clear and concise language is important because it ensures that your message is easily understood without using complicated words or jargon.
3. Nonverbal communication can include body language, facial expressions, and gestures that convey emotions and add depth to conversations.
4. Giving and receiving feedback can improve communication skills by providing opportunities for self-improvement and learning from others' perspectives.
5. Practicing and improving communication skills can be achieved by being an active listener, using empathy, practicing clear expression, minding nonverbal cues, giving and receiving feedback, and engaging in conversations and public speaking opportunities.

