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Communication

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| **Across****1.** A challenge is writing out your thoughts is that the \_\_\_\_\_\_\_\_\_\_\_\_\_ can not ask what you meant.**4.** An advantage of writing out your thoughts is being able to make changes \_\_\_\_\_\_ sending. **7.** An example of nonverbal communication is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**9.** Three parts of all communication: \_\_\_\_\_\_\_\_\_\_\_\_, receiver and message.**12.** \_\_\_\_\_\_\_\_ is having a sense of what to do or say to avoid offending others. **13.** The better you communicate, the stronger your \_\_\_\_\_\_\_\_\_\_\_\_ are likely to be.**14.** Use body \_\_\_\_\_\_\_\_\_\_\_\_\_ to show you are listening carefully. | **Down****2.** \_\_\_\_\_\_\_\_\_\_\_\_ is an exchange of information through the use of words or actions.**3.** In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ communication, you get your message across without using words.**5.** When speaking, make clear \_\_\_\_\_\_\_\_ statements and be specific. **6.** Body language sends messages by posture, \_\_\_\_\_\_\_\_\_\_\_\_, and facial expressions. **8.** Careful \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is necessary for effective communication.**10.** When speaking use \_\_\_\_\_\_\_\_\_\_\_when you express ideas or give suggestions.**11.** True or False: Verbal communication is the kind of communication people use least. |