|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Communication

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 1  R | E | C | E | I | V | E | R |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 2  C |  |  |  |  |  |  |  |  |
| 3  N |  |  | 4  B | E | F | O | R | E |  |  |  |  |  |  |
| O |  | 5  S |  |  |  | M |  |  |  |  |  |  |  | 6  G |
| N |  | I |  |  | 7  S | M | I | L | E |  |  | 8  L |  | E |
| V |  | M |  |  |  | U |  |  |  |  |  | I |  | S |
| E |  | P |  | 9  S | E | N | D | E | R |  |  | S | 10  E | T |
| R |  | L |  |  |  | I |  |  |  | 11  F |  | T | X | U |
| B |  | E |  | 12  T | A | C | T |  |  | A |  | E | A | R |
| A |  |  |  |  |  | A |  |  |  | L |  | N | M | E |
| L |  | 13  R | E | L | A | T | I | O | N | S | H | I | P | S |
|  |  |  |  |  |  | I |  |  |  | E |  | N | L |  |
|  |  |  |  |  |  | O |  |  |  |  |  | G | E |  |
|  |  |  |  | 14  L | A | N | G | U | A | G | E |  | S |  |

|  |  |
| --- | --- |
| **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. |