EXPLORING COMMUNICATION

COMMUNICATION

1. What is Communication?

2. Explain the key elements of Communication.

3. Explain the three forms of Communication ie written, verbal and non-verbal.

4. What are the four major skills of Communication?

RECEPTIVE SKILLS IN COMMUNICATION

5. What are receptive skills?

LISTENING

6. What is a) listening?

b) hearing?

7. Distinguish between listening and hearing.

8. What is the importance of listening in Communication?

9. What is the value of effective listening?

10. What are the barriers to effective listening?

11. What are the sub skills of listening?

12. How can you listen effectively?

13. How can you improve the listening skills?

SPEAKING

14. What is speaking?

15. What is the importance of speaking in Communication?

16. What is the value of effective speaking?

17. What are the barriers to effective speaking?

18. What are the sub skills of speaking?

19. What steps can you take to speak effectively?

20. How can you improve your speaking skills?

READING

21. What is reading?

22. What is the importance of reading in Communication?

23. What is the value of effective reading?

24. What are the barriers to effective reading?

25. Why do people fail to find time for reading?

26. How can you create time for reading?

27. What are a) good reading habits?

b) bad reading habits?

28. How do bad reading habits imped reading?

29. How can you avoid bad reading habits?

30. What are the sub skills of reading?

31. How can you read effectively?

32. Suggest strategies that can be used to improve the reading skills.

WRITING

33. What is writing?

34. What is the importance of writing?

35. What are the benefits of effective writing?

36. What are the barriers to effective writing?

37. What are the mechanics of writing?

38. How do mechanics of writing contribute to effective writing?

39. What are the sub skills of writing?

40. What steps can you take to write effectively?

41. How can you develope the writing skills?

THE ROLE OF MEDIA IN COMMUNICATION

42. What is Media?

43. Explain all the forms of media that you know.

44. What is the role of media in Communication?

DELIVERING AND WRITING A SPEECH

45. What is a speech?

46. Explain the three types of speeches.

47. Explain the qualities of a good speech.

48. Choosing an audience and purpose, write a speech to be delivered before the class. Remember to use an appropriate tone, create the right mood and atmosphere and aim at solving a problem in your society.

For Detailed Notes, Contact;

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