

Unit 3: Collaborative Communication

Name: _____ Class: _____ Date: _____

Lesson 1: Communication Defined

- 1. What is a communication style? _____

- 2. Why is understanding communication styles important to you? _____

- 3. Describe an Open communication style: _____

- 4. Describe a Reserved communication style: _____

- 5. Describe an Indirect communication style: _____

- 6. Describe a Direct communication style: _____

- 7. How does the Relator communicate? _____

Unit 3: Collaborative Communication

Name: _____ Class: _____ Date: _____

8. How does the Socializer communicate? _____

9. How does the Thinker communicate? _____

10. How does the Director communicate? _____

11. How can you reduce poor communication? _____

Lesson 2: Effective Collaboration

1. What is collaboration? _____

2. Why is collaboration important? _____

3. What must be in place to bring collaborators together? _____

Unit 3: Collaborative Communication

Name: _____ Class: _____ Date: _____

4. What are the five principles of effective collaboration?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

5. What are three tips to help you with the FIRST principle of effective collaboration?

6. What are three tips to help you with the SECOND principle of effective collaboration?

7. What are three tips to help you with the THIRD principle of effective collaboration?

8. What are three tips to help you with the FOURTH principle of effective collaboration?

9. What are three tips to help you with the FIFTH principle of effective collaboration?

Unit 3: Collaborative Communication

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Lesson 3: Conducting a Meeting

1. What are the six steps to conducting a meeting?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

2. List two actions you can take when opening the meeting: _____

3. What are some tips to help you with time management during a meeting? _____

4. What should you do to close the meeting? _____

5. How can you evaluate the meeting? _____

