



Think for the Future

WOW Pack Communication

This pack has been put together in response to the current situation to support students and staff during school closures. We will be producing packs multiple times per week on a variety of topics. These will also be released on our social media, see our accounts below!



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Think about it: Communication



How many different types of communication can you think of? Try to think of some of the more weird ones!

Here are some to start you off...

Texting

Calling

Video
message

Sending
GIFs!



We are communicating with other people all the time even when we don't realise.

Are you thinking about your verbal and non verbal communication?

Communication



Communication is key during these troubling times. How is somebody going to know what is on your mind if you don't communicate with them? Especially if you are in lockdown.

Sometimes it's hard to tell somebody how we are feeling, but you can do this just by writing it down on a piece of paper or showing somebody through your body language. Communicate by telling your family what you plan to do day by day or just tell them you're ok today. Don't ignore people, it will only make it more complicated! Express your feelings, but in a grown-up mature way.



Communication helps me build a healthy relationship not just with friends, but with people I work with. Through my words and body language, I can share how I'm feeling that day, and if I need a bit more TLC!

What is communication useful for?

Communication is a key part of life that is crucial for relationships, it is a tool for us to establish and maintain relationships with people around us, motivate them and influence them.

If we're not verbally communicating, we are using body language to display how we're feeling. We can use how we communicate to our advantage!

How do we communicate?

Communication can be broken down into verbal, written and body language. Did you know only 7% of our communication is spoken word? 38% is our voice and tone and 55% is body language. This shows that how we say things is often more important than the words. Our tone of voice, facial expressions, hand gestures and volume sends over half the message!

Lessons in communication

Lesson 1. Communication is like a muscle.

The more you use it, the more it develops. This doesn't mean that just by communicating you automatically improve your communication skills every time; applying certain principles and seeking to improve is also important. But the basics are in actually practicing, in interacting with people as much as you can.

Lesson 2. Smile!

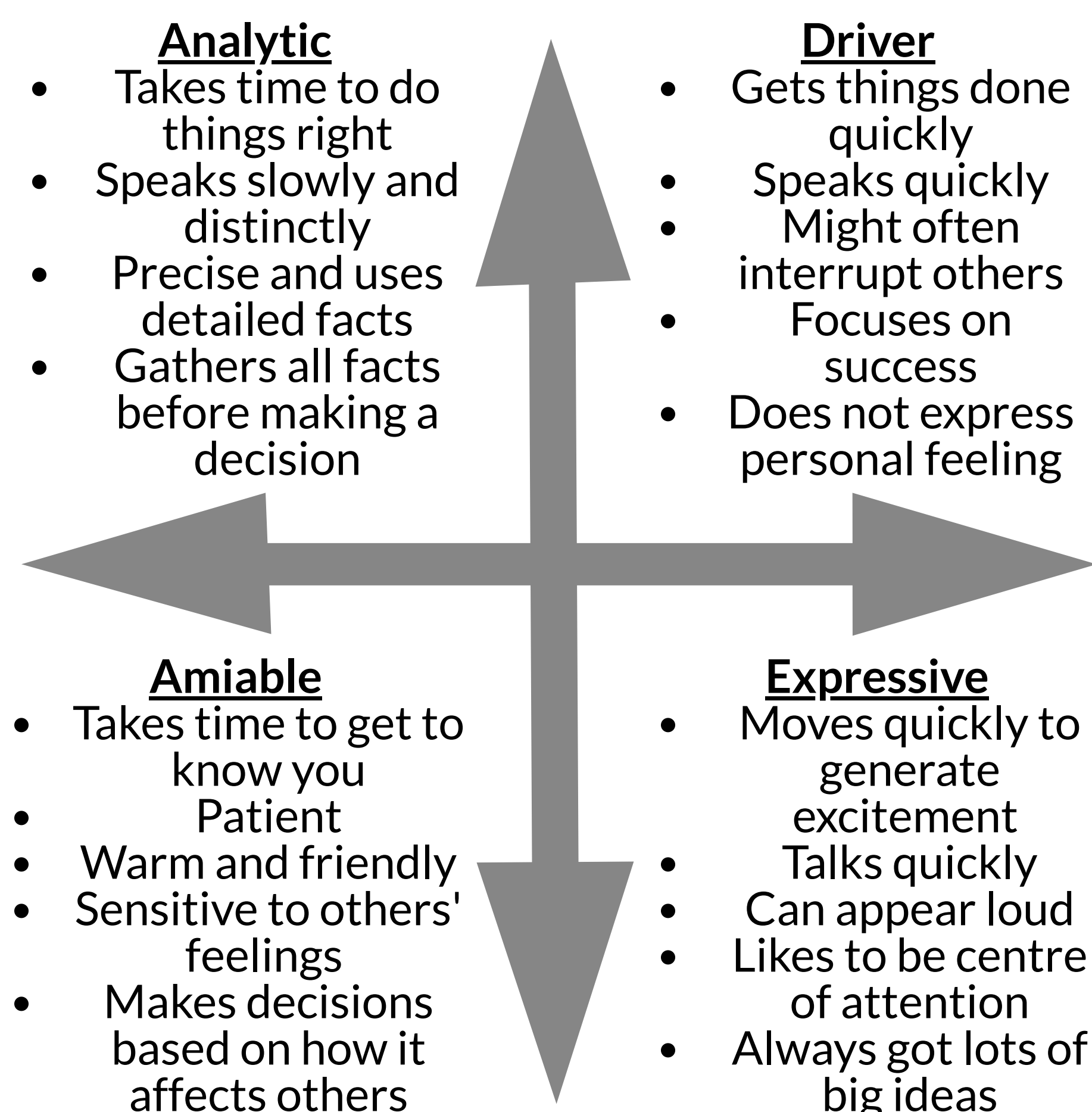
As it stands at the moment – life is somewhat stressful and uncertain. **SMILE!** It's such a simple act, which can communicate so many positive things, and can brighten up somebody's day. Smiling portrays confidence and happiness. It creates subtle but powerful effects and it is recommended you consciously do every day.

Lesson 3. Ask!

How much do most people sabotage themselves by not asking clearly for the things they want? We tend to avoid expressing our own needs or wants, or we fail to express them clearly. Instead, we hope that someone will simply address our needs and wants the way we want. This does not work! If you want something, ask for it clearly.

Personality Types

Learning personality types and how to adapt to them is an effective way to improve your communication skill! If we learn how people absorb information then we can tailor the information we deliver. Take a look below and see which type you think you are and what about the people around you?



Body Language

Take a look at this video on how we can also be communicating with our bodies!

<https://www.youtube.com/watch?v=1sfM-xx7tHI>

5 Ways to Good Communication



Sometimes it's not WHAT you're saying, it's HOW you're saying it.

There may be times when you have a valid point to make, you might have an opinion that could help others or some information that it is important to get across. However, depending on how you talk to people, they may or may not listen to you, here are a few things you can do to improve how you communicate with others.

1. Don't shout

Although you may be annoyed or frustrated, as soon as you start shouting people will switch off. It's important to keep your cool when communicating with people, it is a sign of respect and people are much more likely to listen to you when you aren't shouting

2. Speak respectfully

This means not saying rude or offensive things. If you want someone to listen to you, the worst thing you can do is to start being rude or offensive towards them! Although you may be annoyed, there are better, more respectful ways to get your point across than trying to hurt someone's feelings (would you want to listen to someone who was offending you?)

3. Have patience

The people you are talking to may not have the same level of understanding that you do. Just because it is easy for you to understand, that doesn't necessarily mean it's that easy for everyone else. Have patience, this means taking the time to help someone understand your point of view and not getting annoyed if they don't get it right away. This also means giving them time to ask questions and not getting frustrated

4. Listen to them as well

It takes 2 people to communicate, this means that it is just as important to listen as it is to speak. If both of you can get your points across and each person listens, you will be communicating a lot more effectively. Listening is also respectful and will make it a lot more likely that they will listen to you as well.

5. Simplify your messages

Don't go for information overload, keep things simple and there will be less confusion. Try to keep reading what someone else is communicating to make sure you're responding to how they're feeling.

Communication Top Tips

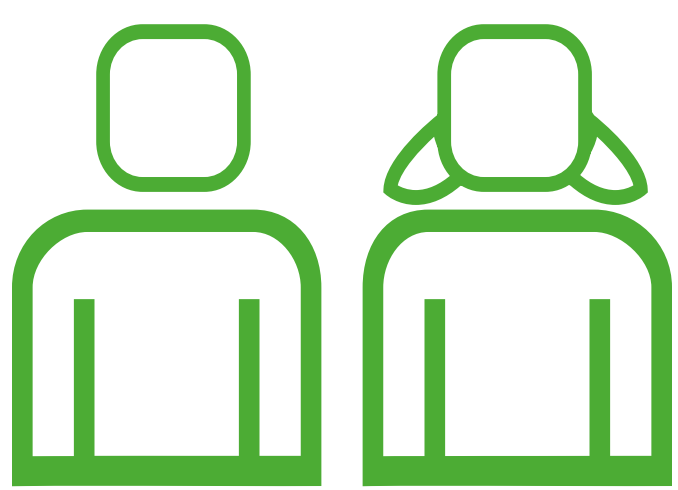
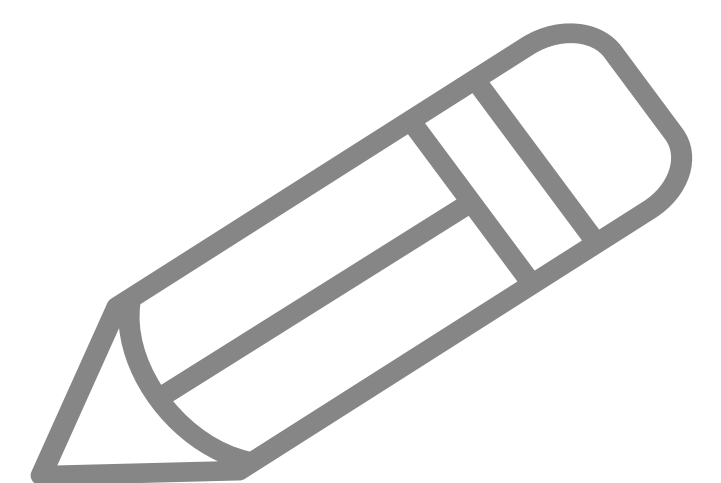


Find the Right Time.

If something is bothering you and you would like to have a conversation about it, it can be helpful to find the right time to talk. Try to find a time when both you and whoever is it that you need to talk to are calm and not distracted, stressed or in a rush. Finding the right time to talk is so important as a lot of the time we go into things with emotion that clouds our judgement that leads to arguments and nothing has been resolved.

Talk Face to Face.

Avoid talking about serious matters or issues in writing via text or social media as it can be misinterpreted. It is always better to talk in person so there aren't any unnecessary miscommunications. If you're having trouble thinking about what to say write your thoughts down and take them with you when you meet up this way you get to say everything that's been bothering you.

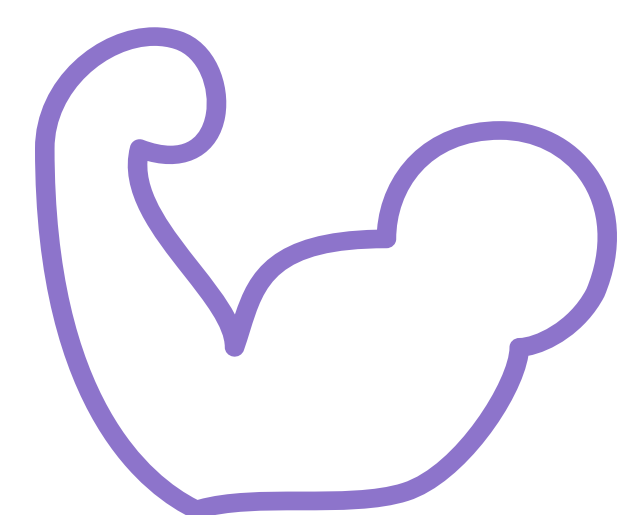


Be Honest.

Agree to be honest. Sometimes the truth hurts, but it's the key to a healthy relationship. Admit that you aren't always right and apologise when you make a mistake instead of making excuses and being stubborn. You will feel better and it will help strengthen the relationship and build trust.

Check Your Body Language.

Let them know you're really listening by giving them your full attention. Sit up, face them and make eye contact when speaking. Don't take a phone call, text or play a game when either of you are talking. Show that you respect them by listening and responding.



Listen.

After you have told them how you feel, remember to stop talking and listen to what they have to say. Both people deserve the opportunity to express how they feel to get the best outcome for all involved in the situation. Communication is as much about talking as it is about listening.

Respect.

If you respect the ideas and opinions of others, they will be more likely to communicate with you. Active listening or simply using the name of the person you are speaking to can both be effective.



Take on the challenge!



Show us your communication skills! Film yourself delivering a one minute talk on something you are passionate about!



Take a look at our mentor Kane giving their talk on writing and performing music!

<https://youtu.be/naOTEm39gjA>

Share your 1 minute speech with us!

@TFTFuture



Where else to look...



Click on the icons below!



<https://www.youtube.com/watch?v=SKhsavlvuao>

