

Think about Oral Communication

Think about what you did yesterday and indicate whether you did each of the following, and how many times. Put a checkmark each time they happened.

	Initiated by you (you were the speaker)	Received by you (you were the listener)
Greet/Be greeted		
Give/Take messages		
Provide/Receive information/explanation/directions		
Co-ordinate activities or work with others		
Reassure or comfort		
Exchange opinions		
Persuade/Be persuaded		
Instruct/Be taught		
Negotiate		
Resolve conflicts		
Entertain/Be entertained		