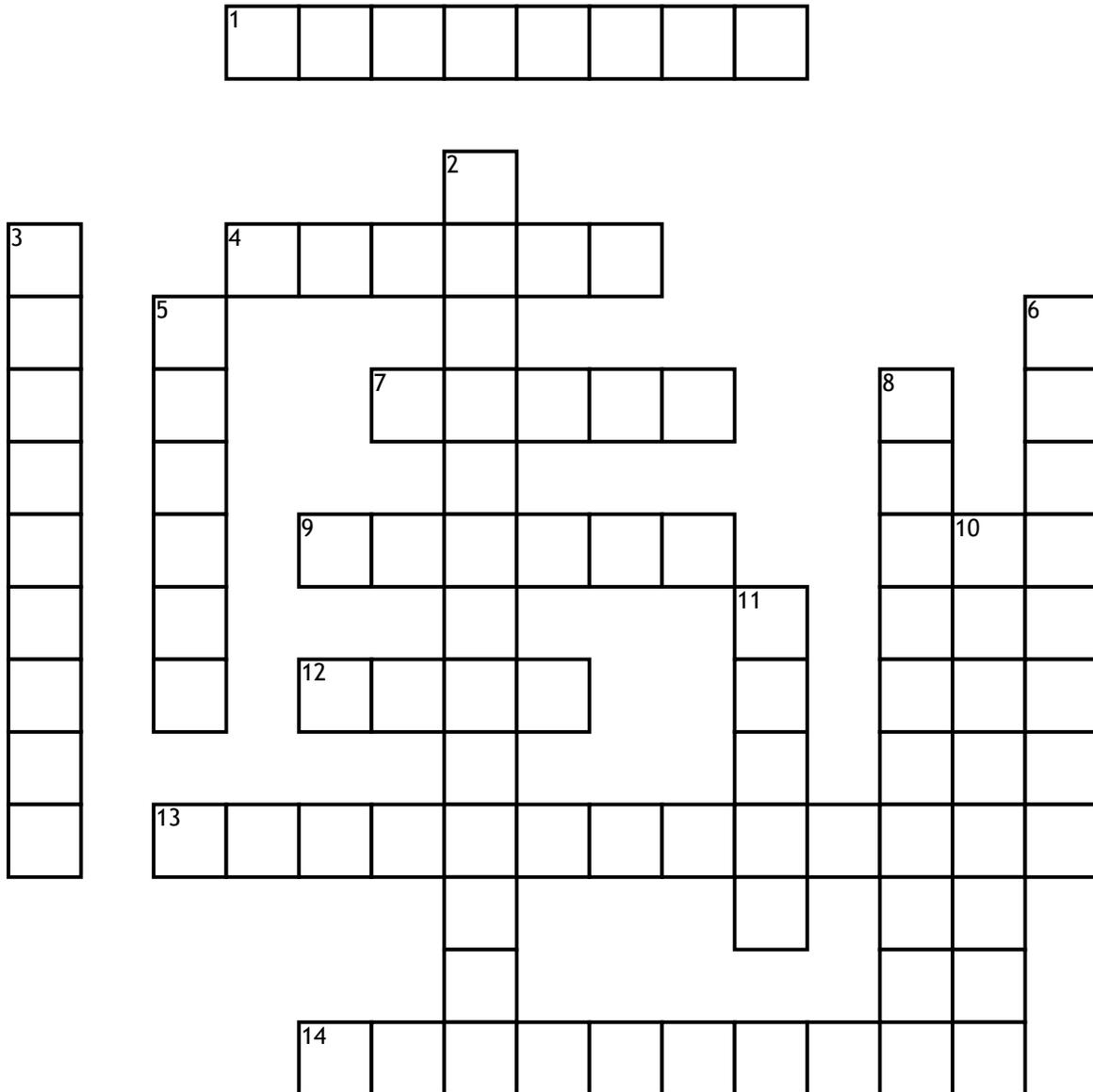


Communication



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.