Unit 5 Knowledge Quiz ANSWER KEY

**Unit 5: Improving My Communication Skills**

Checking Your Knowledge Quiz

**Define the following terms using complete sentences.**

1. Verbal communication \_\_\_*The use of written or spoken words to express your thoughts or message.*\_

2. Nonverbal communication \_\_*The use of body language to express thoughts or messages.*\_

**Provide a short answer for the following questions.**

3. List two examples of good communication skills

\_\_\_*Answers will vary for 3-5*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. List two examples of poor communication skills

5. Why are good communication skills important?

6. What does the acronym SHARE stand for?

S\_\_\_ ***S****it/stand up straight*\_\_\_\_\_\_\_\_\_\_

H\_\_\_***H****ave a pleasant tone of voice*\_\_

A\_\_**\_*A****ctivate your thinking*\_\_\_\_\_\_\_\_

R\_\_\_ ***R****elax*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E\_\_\_ ***E****ngage in eye communication*\_

**Circle the correct answer.**

**7.** The way I talk to others influences how well they listen to me. **True False**