

# Communication



More Communication Aids

Preferred method of communication

Accommodations

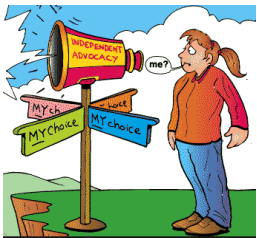


Using a cell phone



Using email

Internet Safety



Public Speaking

Answering telephone/message



Snail mail

# Communication



## *Communication by Todd Washburne*

Being assertive is important, but we need to do it in a polite and non-threatening way.

One example of important communication might be talking to a boss. Maybe you feel you deserve a raise because you are always doing good work and not absent unexpectedly. You should go to your boss and ask for it, explaining clearly why you think you deserve it. The boss might appreciate your approach. If he or she agrees with you, it might be granted. That would be a big thing in your life. This strategy is much better and more likely to succeed than getting angry. It's not about sugar coating our unhappiness, but instead, about selling our good points for our own benefit. This could allow us to have the rewards we deserve. This is a good approach for many situations in life.

It is also important to communicate clearly

with our friends. An offhand comment is not going to go as far as a straight statement that says exactly what is on our minds. This will help our friends to understand what we mean and what we want from them. This is good way to approach life.

How we show support to others who are having difficulty is also important. I think a simple, "I'm sorry", or, "I wish I had an answer for you", would make the person feel like they are not alone with their problem. This is always a good way to show our support with out being snobbish. We appreciate support when we get it and need to remember to give it to others.

My best advice is to always give the clearest message you can. This will prevent most controversy and make people understand and appreciate your point of view.

# Communication

It's Your  
Choice!

People communicate in many different ways:

- talking
- writing
- body language
- sign language
- facilitated communication
- behavior
- using an augmentative device

How do you communicate?

Communication is also listening.



**Listening uses your whole body** - your ears, eyes, nose, heart, mind.

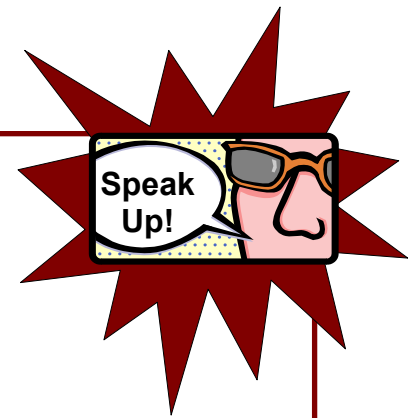
Communication is asking if you don't understand.



Examples:

- ◆ Please say that again.
- ◆ Tell me in another way.
- ◆ Could you show me?
- ◆ Please write that down.
- ◆ Draw me a picture.

# Communication



**What do you want to learn about communication?**

**Remember, you have a say!!!**

What communication skills do you want to learn before you graduate?

- Speaking up- being assertive
- Being a better listener
- Using a cell phone
- Writing letters
- Taking a message
- Making and answering phone calls
- Using the internet- instant messaging, email, research

**Who will you talk to?**



Are you aware of cell phone etiquette?



What about internet safety?