



## Effective Talk

- Respect each other's opinions
- Build on what others say
- Support and include each other
- Ask when you don't understand
- Try to reach an agreement
- Be noise aware



## Effective Listening

- Respect each other's opinions
- One voice at a time
- Don't interrupt
- Listen carefully
- Be open to new ideas
- Think about what others say



## Speaking Appropriately

- Do you need to say it now?
- How can you be polite and show you are being considerate of others?
- Do you need to speak more formally or informally?
- How loud do you need to be?
- What is your body language going to suggest?
- What tone of voice should you use?