

TOPIC – COMMUNICATION

1. What makes a good communicator? Choose the three most important things.

- *speaking fluently
- *a large vocabulary
- *being a good listener
- *the way people look
- *a sense of humour
- *correct grammar
- *not being afraid to make mistakes
- * understanding body language

2. What do you use the Internet for?

3. How often do you use social networking sites?

4. Which websites have you bookmarked?

5. Do you write a blog or read anyone else's blog?

6. Which of the following do you think most helps people communicate at work?

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|-------------------|---------------------------|
| trust | flexi-time |
| open-plan offices | small teams |
| voice mail | strong corporate identity |
| e-mail | lots of meetings |
| mobile phones | staff parties |