

◇ Chapter 6: Section 1  
The Communication Process

**Reteaching Activities**

# THE BASICS OF COMMUNICATION

**Directions:** Complete the statements in the boxes below.

Communication is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The four basic elements that are important for successful communication are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

The communication channel that uses spoken words is  
\_\_\_\_\_  
\_\_\_\_\_

The communication channel that uses communication without words is  
\_\_\_\_\_  
\_\_\_\_\_

# SKILLS AND PROBLEMS IN COMMUNICATING

**Part I Directions:** Name two types of listening. Write a definition of each.

| Type of Listening | Definition |
|-------------------|------------|
| 1.                |            |
| 2.                |            |

**Part II Directions:** Name three skills important to good communication. Write a definition of each.

| Communication Skills | Definition |
|----------------------|------------|
| 1.                   |            |
| 2.                   |            |
| 3.                   |            |

**Part III Directions:** Name five different communication problems.

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