# Communication (*O*) Prep



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## College Prep Scenarios / Examples

Faculty/Staff
In Person & Email

Peers
In Person & Email

Campus News

## Assembly

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## **THINK ABOUT:** Communication Styles

#### Passive

You avoid saying what you think, feel, want, or believe for any number of reasons.

#### Agressive

You say what you think, feel, want, or believe in ways that deny another person's right to be treated with respect (anger, meanness, hurtfulness, put-downs, etc).

#### Assertive

You say what you think, feel, want, or believe in ways that don't damage another person's right to be treated with respect, in straightforward, nonthreatening ways.

# Communicating with Faculty/Staff

### Scenario:

Your Physics teacher assigns a project that you don't understand and you don't know whether you will be able to finish it by Friday.

## How will you handle this?









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# Communicating with Faculty/Staff

### **Email Example:**

Hi Sharona -

My World Civ final exam is supposed to be tomorrow morning, but I still really want to get an extension on it. Can you check with Ms. Gumbert to see if that is ok?



- Joe

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# THINK ABOUT: REST

# Difference between a NO and a YES:

 Respect
Engagement (Non-Verbal Cues)
Self-Advocacy
Timeliness



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# **Communicating with Peers**

### Scenario:

You are hanging out with some classmates discussing the upcoming school dance and its theme. Someone says, "That tie-dye theme is so *gay*."

How will you respond to this... if at all?



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# **THINK ABOUT: Impact of Words**

Words that have to do with:

- ability
- gender
- sexual identity
- race/ethnicity
- etc.



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	Campus News	
	Example:	
DON"T PLAY OTHER PEOPLE"S INSTTUMENTS		
to Campus 👻	ecollegepreparatoryschool.org	Feb 1 ☆ 🔸 🝷

#### Hey All

I got to school this morning for jazz band and when i went to get my guitar i found it in a different part of the closet with every clasp on the case open. Not at all the way i left it and also potentially damaging if i hadn't noticed and dropped my guitar.

I know the Kiril already made a similar post but it still applies. Don't play other peoples instruments without asking them first. They are expensive and easy to damage and in many cases (horns, brass, woodwinds) disgusting. This is not the first time that i have had this issue with my guitar but when its this obvious i just cant let is slide.

In addition to instruments this goes with other peoples stuff in general. How would you feel if you saw some random person wearing your pants of some shit like that.

Please dont do this again.

ps. my guitar is the

# THINK ABOUT: Audience

Express yourself in a positive and constructive manner that can be more readily heard and understood by others.



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to campus\_news 💌

Hello Everybody!

#### Pride in Diversity is meeting tomorrow at lunch in N3 to discuss the topic of Immigration.

We'll be drawing discussion points from these websites if you want a preview: <u>Here</u> <u>Here</u> and Here!

Please join us! The more the merrier!

See you all tomorrow at lunch!

#### P.S. There will be goodies!

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## Assembly

#### Scenario:



You are going to make an announcement at the next Assembly...

How will you prepare?

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# THINK ABOUT: Being Heard

- Project your voice
- Get everyone's attention
- Plan your message ahead of time
- Be brief and to the point



# **THINK ABOUT 5 THINGS**

1. Communication Styles

2. *R.E.S.T.* 

3. Impact of Words

4. Audience

## 5. Being Heard

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