



COMMUNICATION

Discussion

Basic questions

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**I use my...the most to communicate with others.*

5 When was the last time you write a letter?

**The last I wrote a letter was...*

Extended questions

1 Do you think you are a good communicator? Why?

Yes, I think I am...because... / No, I don't think I'm...

2 Do you prefer face-to-face communication or indirect communication (such as letters, e-mail, or telephone calls)? Why?

**I prefer to....because...*

3 How do you feel if someone talks very loud over the mobile phone in public places? Have you ever done that?

**If someone....I feel... / Yes, I've done that. / No, I've never done that.*

4 How have the means of communication changed in the last 50 years? Why?

**The means of communication changed...because...*

5 What are the advantages of using modern technology in communication? What are the disadvantages?

**The advantages of using modern technology are....*

The disadvantages of using modern technology are...



Vocabulary

1 Communicate /kə'mju:nikeit/

(verb) To share information with others by speaking, writing, or using other signals.

Ex. Has the news been communicated to the staff yet?

2 Response /ris'pɒns/

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(noun) the receiver's response to a message that lets the speaker know how he or she is doing

Ex. Have you had any feedback from customers about the new soap?

5 Nonverbal communication /,nɒn'və:bl kə,mju:ni'keɪʃn/

(noun) communication expressed without words; it includes facial expressions, eye contact, posture, and gestures

Ex. Body language is a type of nonverbal communication.

6 Interpersonal communication /,intə'pɜ:snl kə,mju:ni'keɪʃn/

(noun) type of communication in which people (usually two persons) share meanings in order to build and maintain long-lasting and important relationships

Ex. Successful relationships are built from effective interpersonal communication skills.

Useful Expressions

- 1 To give someone a call/ring – to call someone on the telephone.**
Ex. Nice talking to you. Give me a call sometime.
- 2 To keep in touch - to maintain communications with someone**
Ex. After my neighbor moved, we still kept in touch.
- 3 To get on (well) with somebody - to be friends with someone; to have a good relationship with someone.**
Ex. I get on well with most of my colleagues.
- 4 Haven't seen somebody for ages – haven't seen somebody for a very long time**

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- 1 To get ahold of someone (or get hold of someone) - means to communicate with them – usually by phone.**
Ex. I need to get ahold of Tina to tell her that tomorrow's class is canceled.
- 2 To hear something through the grapevine- to hear the news indirectly – through a friend of a friend, for example, and not directly from one of the people involved. News that you hear through the grapevine may be true or it may be untrue.**
Ex. I heard through the grapevine that Dan and his wife split up. Is it true?
- 3 To get right to the point or get straight to the point - to talk about an issue directly, without wasting time discussing unrelated or unimportant details.**
Ex. I like having meetings with Nate because they're so short – he always gets right to the point.

4 Play phone tag - describes that situation when two people telephone each other various times during the day, but can't talk directly because each time one person calls, the other person is not available. Then when the other person calls back, the first person is not available – and this situation repeats several times.

Ex. I haven't actually talked to my sister yet – we've been playing phone tag all day.

5 Put your foot in your mouth - when you accidentally say something stupid, offensive, or embarrassing – any type of comment that you wish you hadn't said, and then you feel ashamed or embarrassed.

Ex. At parties, I always end up saying something stupid and putting my foot in my mouth.

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