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IBT 3<sup>rd</sup> period

Mr. Simmons

Assignment Name: communications skills questions

1. What does it mean to be a good listener? A good listener can easily pay attention to instruction. Good listeners can never be distracted
2. What qualities define a good listener? A good listener can easily ignore disruptions. A good listener can do great in class. Good listeners can get their work done faster.
3. Why is it important to listen and follow directions at the workplace? It's important to pay attention in a workplace because being off task will have consequences. It's important to follow directions so you know what to do and the task will be easy.
4. Why can a group hear the same instructions but interpret them completely differently? The group may not like the instruction. The group decided not to follow instructions.
5. What are the qualities of good instructions? Good instructions have better success from the listener. Good instructions help not to ask so many questions