



Worksheet developer: [craig@craiglincoln.com](mailto:craig@craiglincoln.com). Requirements revised: 2003, Workbook updated: April 2008.

Discuss with your counselor what your log reveals about the importance of communication in your life. \_\_\_\_\_

Think of ways to improve your communication skills. \_\_\_\_\_

**-OR- b. For three days, keep a journal of your listening experiences.**

Dates: \_\_\_\_\_

Date/Time	Listening Experience
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[illegible]

\_\_\_\_\_

\_\_\_\_\_

**Identify one example of each of the following, and discuss with your counselor when you have listened to:**

1. Obtain information \_\_\_\_\_
2. A persuasive argument \_\_\_\_\_
3. Appreciate or enjoy something \_\_\_\_\_
4. Understand someone's feelings \_\_\_\_\_

**-OR- c. In a small-group setting, meet with other Scouts or with friends. Have them share personal stories about significant events in their lives that affected them in some way. Take note of how each Scout participates in the group discussion and how effective each one is in telling his story.**

Scout or friend: \_\_\_\_\_

Personal story: \_\_\_\_\_

\_\_\_\_\_

Effectiveness: \_\_\_\_\_

\_\_\_\_\_

Scout or friend: \_\_\_\_\_

Personal story: \_\_\_\_\_

\_\_\_\_\_

Effectiveness: \_\_\_\_\_

\_\_\_\_\_

Scout or friend: \_\_\_\_\_

Personal story: \_\_\_\_\_

\_\_\_\_\_

Effectiveness: \_\_\_\_\_

\_\_\_\_\_

Scout or friend: \_\_\_\_\_

Personal story: \_\_\_\_\_

\_\_\_\_\_

Effectiveness: \_\_\_\_\_

\_\_\_\_\_

Scout or friend: \_\_\_\_\_

Personal story: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Effectiveness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Scout or friend: \_\_\_\_\_

Personal story: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Effectiveness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Report what you have learned to your counselor about the differences you observed in effective communication. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**-OR- d. List as many ways as you can think of to communicate with others (face-to-face, by telephone, letter, e-mail, fax). For each type of communication, discuss with your counselor an instance when that method might not be appropriate or effective.**

**Way to Communicate    Discuss an instance when that method might not be appropriate or effective.**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**2. Do ONE of the following:**

**a. Think of a creative way to describe yourself using, for example, a collage, short story or autobiography, drawing or series of photographs, or a song or skit. Using the aid you created, make a presentation to your counselor about yourself.**

**b. Choose a concept, product, or service in which you have great confidence. \_\_\_\_\_**

**Build a sales plan based on its good points. \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

4. Interview someone you know fairly well, like, or respect \_\_\_\_\_

because of his or her position, talent, career, or life experiences. Listen actively to learn as much as you can about the person. Then prepare and deliver to your counselor an introduction of the person as though this person were to be a guest speaker, and include reasons why the audience would want to hear this person speak. \_\_\_\_\_

Show how you would call to invite this person to speak. \_\_\_\_\_

5. Attend a public meeting (city council, school board, debate) approved by your counselor \_\_\_\_\_  
where several points of view are given on a single issue. \_\_\_\_\_

Practice active listening skills and take careful notes of each point of view. Present an objective report that includes all points of view that were expressed, and share this with your counselor. \_\_\_\_\_

6. *With your counselor's approval*, develop a plan to teach a skill or inform someone about something.

Prepare teaching aids for your plan. \_\_\_\_\_

Carry out your plan. With your counselor, determine whether the person has learned what you intended. \_\_\_\_\_

7. Do ONE of the following:

a. Write to the editor of a magazine or your local newspaper \_\_\_\_\_  
to express your opinion or share information on any subject you choose. \_\_\_\_\_

Send your message by ☐ fax, ☐ e-mail, or ☐ regular mail. \_\_\_\_\_

-OR- b. Create a Web page for your Scout troop, school, or other organization. \_\_\_\_\_

Include at least one article and one photograph or illustration, and one link to some other Web page that would be helpful to someone who visits the Web page you have created. It is not necessary to post your Web page to the Internet, but if you decide to do so, you must first share it with your parents and counselor and get their permission.

-OR- c. Use desktop publishing to produce a newsletter, brochure, flier, or other printed material for your Scout troop, class at school, or other group. Include at least one article and one photograph or illustration. \_\_\_\_\_

8. Plan a troop court of honor or campfire program. Have the patrol leaders' council approve it, then write the script and prepare the program. Serve as master of ceremonies. \_\_\_\_\_

9. Learn about opportunities in the field of communications. \_\_\_\_\_

Choose one career in which you are interested \_\_\_\_\_  
and discuss with your counselor the major responsibilities of that position \_\_\_\_\_

and the qualifications, education, and preparation it requires. \_\_\_\_\_

**Online Resources** *(Use any Internet resource with caution and only with your parent's or guardian's permission.)*

**Boy Scouts of America:** ► [scouting.org](http://scouting.org) ► [Guide to Safe Scouting](#) ► [Age-Appropriate Guidelines](#) ► [Safe Swim Defense](#)  
► [Scout](#) ► [Tenderfoot](#) ► [Second Class](#) ► [First Class](#) ► [Rank Videos](#) ► [Safety Afloat](#)

**Boy Scout Merit Badge Workbooks:** [usscouts.org](http://usscouts.org) -or- [meritbadge.org](http://meritbadge.org) **Merit Badge Books:** [www.scoutstuff.org](http://www.scoutstuff.org)

**ExpertVillage Lessons on Giving a Speech Videos:** ► [Public Speaking Tips](#) ► [How to Conduct an Interview \(Job\)](#)

► [Outlook Email](#) ► [PowerPoint Presentation Basics](#) ► [PowerPoint Presentation](#) ► [Powerpoint3](#)

Broadcast Education Association: <http://www.beaweb.org>

HTML Writers Guild: <http://www.hwg.org>

National Communication Association: <http://www.natcom.org>