



## EPISODE 6 WORKSHEET

### Key Things to Remember

Timing has a huge impact on the perceived meaning and intention of your communication.

When communicating you should always know your listener or audience.

Timing in communication utilizes other soft skills such as decision making, control, and judgement.

### Vocabulary (Examples of Soft Skills)

**Choice** is the act of making a decision when faced with two or more possibilities.

**Communication** is the exchange of information between a sender and at least one receiver.

**Control** is the power to manage something especially one's own emotion or actions.

**Decision** is a conclusion or resolution after consideration of available options.

**Helpfulness** is the quality of giving or being ready to give help.

**Judgement** is the ability to make considered decisions or come to sensible conclusions.

**Timing** is the choice, judgement, or control of when something should be done.

### Review

Skill Talk™ episode #3 discusses body language in communication. Why is body language important in communication?

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### Discussion Questions

In Skill Talk™ episode #6 AI stated **Duncan Nugget® #399**- When it comes to effective communication, timing is everything. Give an example when you considered timing in your communication?

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**Interview Question:** Describe a situation in which you were able to effectively “read” another person and guide your actions by your understanding of their individual needs or values?

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### What Would You Do?

*Total time: 8-10 minutes*

**Instructions:** Read the scenario and discuss what you would do in this situation? Explain how you reached your decision.

**Scenario:** You notice that a co-worker who does not like to be told anything is not following protocol on an experiment using rare samples from the moon. What would you do?

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