

## Communication Skills

CHAPTER

4

# Section 4.1 Communicating with Others

**Directions** As you read, list three communication barriers and possible solutions. Use a table to help you organize your information.

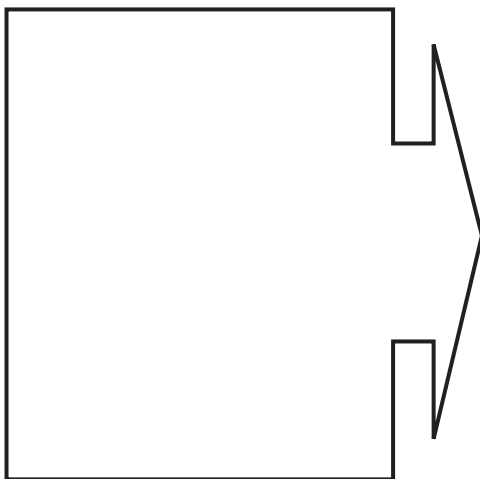
Barrier	Solutions

## Section 4.2

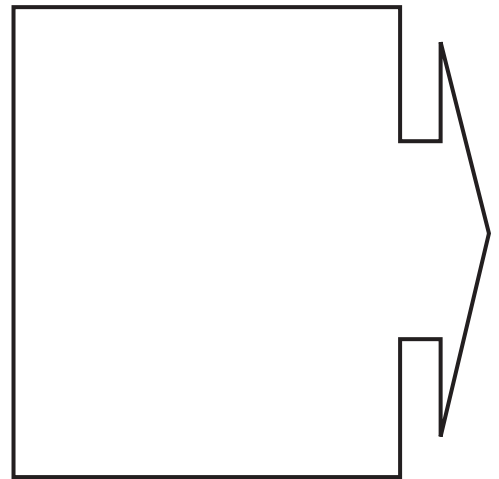
# Other Forms of Communication

**Directions** As you read, write four steps you should take before sending written communication. Use a flowchart to help you organize your information.

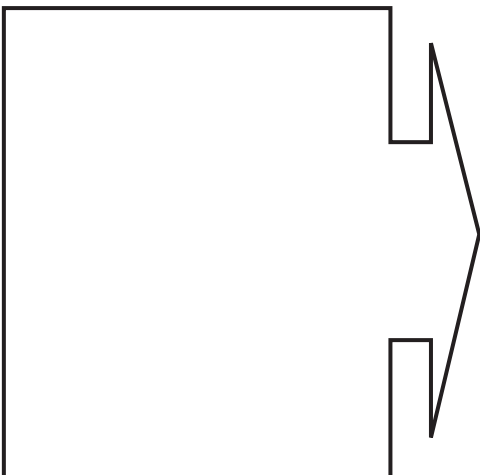
Step 1



Step 2



Step 3



Step 4

