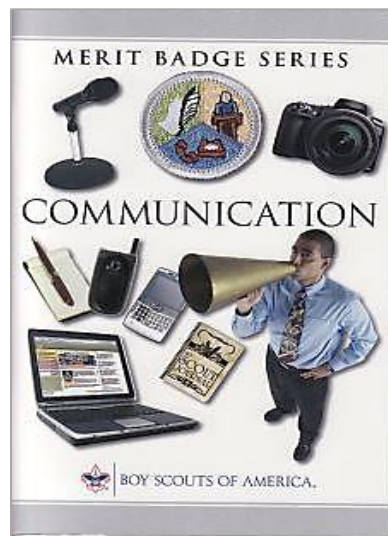




Communications Merit Badge



Eagle Required



Produced by: Scoutworks
www.scoutworks.weebly.com

May 2016



Click on the link for instructions on how to fill it out



Communication Workbook
(free just click on the link)



1. This presentation **DOES NOT** replace the Merit Badge Pamphlet.

2. The Merit Badge workbook can help you complete your requirements but you still need to

Read the Merit Badge Pamphlet.

The work space provided for each requirement in the workbook should be used to **make notes for discussing each item with your counselor**, not for providing full and complete answers.

3. You **must** do each requirement to earn the Merit Badge.

[illegible]



What is communication?

The Webster's Dictionary definition:

- A verbal or written message
- A process by which information is exchanged between individuals through a common system of symbols, signs, or behavior
- The exchange of information
- A technique for expressing ideas effectively (as in speech)
- The technology of the transmission of information (as by print or telecommunication)

Communication is the way you get people to understand your values, interests, talents, abilities, needs, and wants. It is how you show your knowledge about things.

Good communication means more than just expressing yourself. It also involves listening carefully to others, knowing when to speak up, and knowing when to keep your thoughts to yourself. If you can communicate well, you will be better at just about everything you do, from Scouting to schoolwork and being a good friend.

Simply put, communication is the act of sharing information with others. Most forms of communication are *symbolic*. A *symbol* is something that means or stands for something else. For example, the American flag is a symbol of America.



Language

Language is the most common way that we use symbols to communicate. Most languages use an alphabet to *symbolize* (stand for) sounds in the spoken language.

We combine these "letters" to form words. Some words symbolize things you can hold or touch. "Apple" for example stands for a fruit we love to eat. Other words, such as "love", "intelligence" and "freedom," stand for things you cannot hold or touch.

We combine words to form sentences. Sentences state facts, opinion, questions, or commands, such as, "The apple looks delicious" and "May I have one"?

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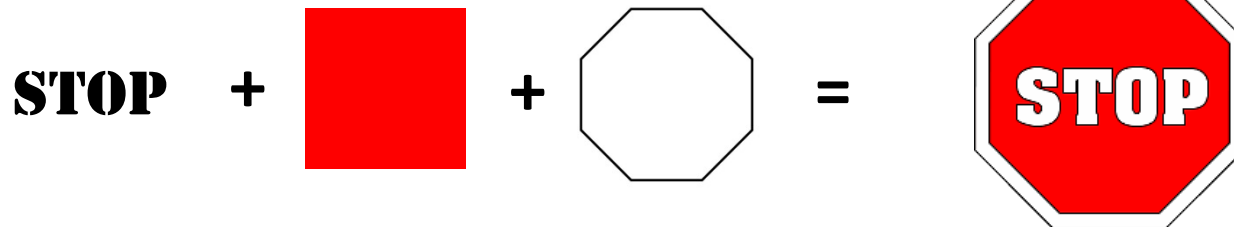


Speaking Without Words

Not all communication uses words. There are many ways we communicate *nonverbally*, or "without words." Nonverbal communication can still use symbols, however.



Some types of communication use words and nonverbal symbols. The eight-sided red sign printed with the word *STOP* in white letters tells drivers to stop their car. You would probably know the sign's meaning even if the word was not there. That is because of the color red, which signifies *danger*, and the eight-sided shape (called an octagon) are used on no other road sign in the United States. In this case, three different symbols—a word, a color, and a shape—all help communicate the same important meaning.





Talking with Your Body

Another nonverbal way to communicate is through body language movements or gestures. It can be as simple as a smile, frown, or nod of the head.

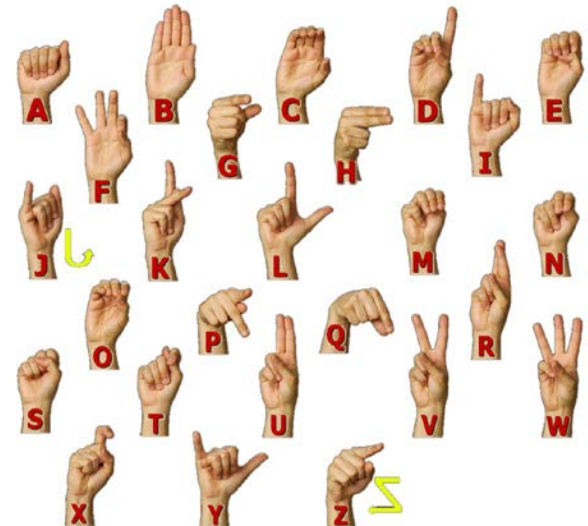
Shaking hands when you meet someone is a nonverbal way to communicate goodwill. For people in the military, a *salute* raising the right hand, held flat, to the forehead over the right eyebrow-shows respect. Legend has it that the practice had its origin in the Middle Ages, when knights raised the visors of their helmets to greet each other.

Body language, like spoken language can have different meanings in different countries. This could lead to misunderstandings. In some countries, nodding the head up and down means "no;" while it means "yes" in the United States. The peace sign gesture (holding up the middle and index fingers in a "V") may be polite in this country but considered rude or insulting in other cultures.



More Body Language

Body language can even communicate whole sentences. For example, many people who are deaf, and their friends and families, use a special language called American Sign Language, or ASL. This language uses hand movements and "finger spelling" to communicate thoughts.



People may sometimes "speak" body language without knowing it. If you grew up in the United States, you might lower your eyes and look at the floor when you are feeling shy. You might raise an eyebrow to show doubt or confusion. Squinting your eyes can signal anger. In other cultures, these movements may have totally different meanings.



Use Your **Workbook** and Complete Requirement # 1



DO **ONE** OF THE FOLLOWING:

- ☐ **a.** For one day, keep a log in which you describe your communication activities. Use your workbook to keep track of the time and different ways you spend communicating, such as talking person-to-person, listening to teachers or the radio, watching TV, using social media, reading books and other print media, and using any electronic communication device. 1. Discuss with your counselor what your log reveals about the importance of communication in your life. 2. Think of ways to improve your communications skills.
- ☐ **b.** Use your workbook and for three days, keep a journal of your listening experiences. Identify one example of each of the following, and discuss with your counselor when you have listened to:
 - 1. Obtain information
 - 2. Be persuaded
 - 3. Appreciate or enjoy something
 - 4. Understand someone's feelings
- ☐ **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. Use your workbook take note of how each person participates in the group discussion and how effectively he/she communicates their story. Report what you have learned to your counselor about the differences you observed in effective communication.
- ☐ **d.** Use your workbook to list as many ways as you can think of to communicate with others (face-to-face, by telephone, letter, e-mail, text messages, and so on). For each type of communication, discuss with your counselor an instance when that method might not be appropriate or effective.



Listening

Good Listener, Good Leader

Have you ever met someone new and then promptly forgotten his or her name? This can be very embarrassing. Listening is one of the most important skills you can learn. Scientists say that we learn 85 percent of what we know by listening. However, listening is more than just hearing. Listening is *receiving*. When you focus on the speaker and what is being said, you learn more, remember more and retain the information longer.

How to Remember Names

People like it when you call them by name. This shows respect. It often makes people glad they have met you. Here is a neat trick to help you remember a person's name. Let's say you meet a man named Bob Brown. First, say his name aloud. "It's nice to meet you, Bob Brown: Repeat his name to yourself a couple of times. Next, "hang" the name in a mental picture. To do that, look at Bob and picture him in a scene based on his name. For example, imagine that he is in a rowboat with the letters "BOB" on the side. The rowboat is bobbing up and down in a sea of chocolate (brown) milk. The next time you see Bob Brown, this picture will come to mind, and you will remember his name.



Listening

Tips for Better Listening

Pay attention. It is natural for your mind to wander when someone is talking to you. Often, we think about what we are going to say next, rather than listening to what the speaker is saying. However, a good listener ignores that impulse.

Be responsive. A good listener lets the speaker know that his message is getting across. Instead of being distracted, look directly and often at the speaker's eyes, nod your head and make short responses like, "Yes, I get it;" or "That's interesting:"

Restate what you heard. Another great listening skill is to state what you think the speaker just said, using your own words. Ask questions if necessary. This helps you make sure you understood what was said. "We'll meet at 3 o'clock at the snack bar in the bowling alley, right? Or did you say at the snack bar next door to the bowling alley?"

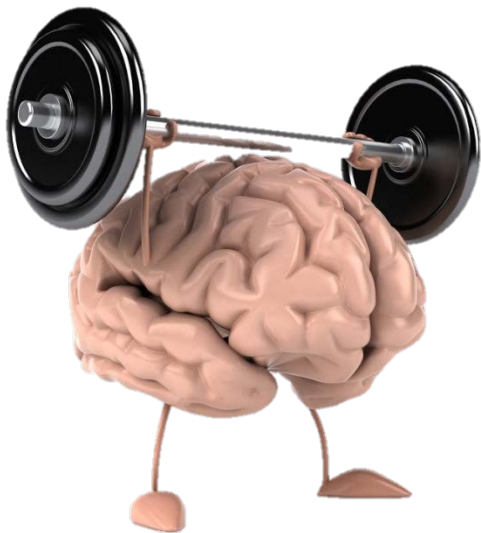




Remembering the Important Things

We cannot remember everything; we must decide what is important to remember. Some scientists have discovered that just after we hear something, we will remember less than half of it. By the next day, we might recall only up to a third of the message.

Earlier, we explained how to create a mental picture to help you recall someone's name. Another great memory tool is to write down what you need to remember. As soon as you can after you hear something, or even while you are listening, write down the things you need to remember. Be sure to look at your notes later. If necessary, rewrite your remarks more clearly and add details to help you understand your notes.



**DON'T
FORGET!**



Use Your Workbook and Complete Requirement # 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. **Use your workbook** to:
 - Build a sales plan based on its good points.
 - Try to persuade the counselor to agree with, use, or buy your concept, product, or service. After your sales talk, discuss with your counselor how persuasive you were.





Use Your Workbook and Complete Requirement # 3



DO THE FOLLOWING:

Use your workbook. Write a five-minute speech. Give it at a meeting of a group.





Use Your Workbook and Complete Requirement # 4



DO THE FOLLOWING:

- 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.

Use your workbook to show how you would call to invite this person to speak.





Use Your Workbook and Complete Requirement # 5



DO THE FOLLOWING:

- 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 use your workbook to take careful notes of each point of view. Prepare an objective report that includes all points of view that were expressed, and share this with your counselor.





Use Your Workbook and Complete Requirement # 6

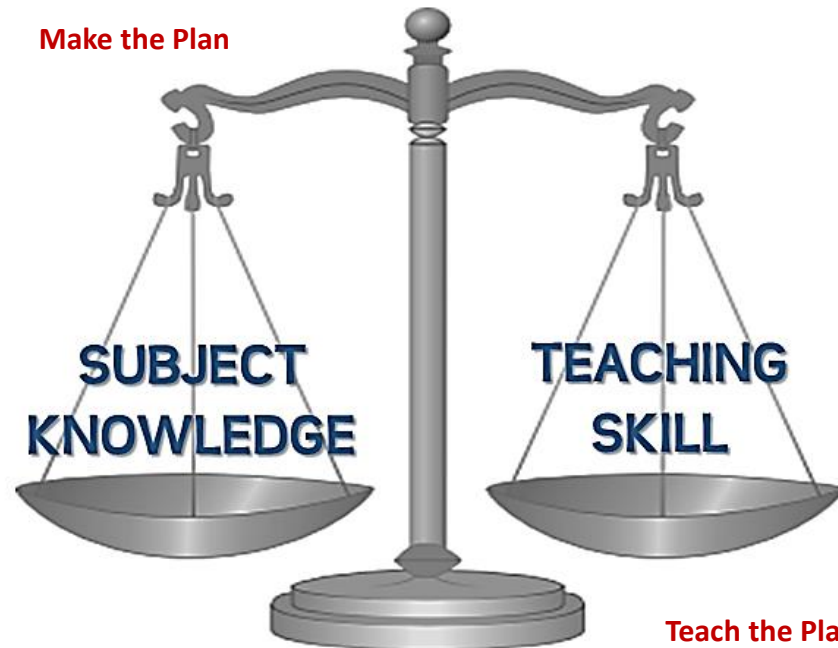


DO THE FOLLOWING:

- 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.



Make the Plan



Teach the Plan



Use Your Workbook and Complete Requirement # 7



DO **ONE** 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.



- ☐ b. Create a web page or blog of special interest to you (for instance, your troop or crew, a hobby, or a sport). Include at least three articles or entries and one photograph or illustration and one link to some other Web page or blog that would be helpful to someone who visits the Web page or blog you have created. It is not necessary to post your Web page or blog to the Internet, but if you decide to do so, you must first share it with your parents and counselor and get their permission.

- ☐ 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.





Use Your Workbook and Complete Requirement # 8



DO **ONE** THE FOLLOWING:

- Plan a troop or crew court of honor, campfire program, or interfaith worship service.
- Have the patrol leaders' council approve it, then write the script and prepare the program.
- Serve as master of ceremonies.



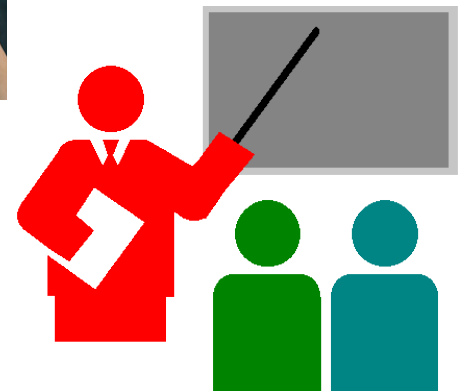


Use Your Workbook and Complete Requirement # 9



DO THE FOLLOWING:

- Use your workbook and find out about three career opportunities in the field of communication.
- Pick one and explain how to prepare for such a career.
- Discuss with your counselor what education and training are required, and explain why this profession might interest you.





Congratulations Scout!

**You have just earned your
Communication
Merit Badge**

