



Professional reconversion to ensure a better professional future

2022-1-ES01-KA220-ADU-000085069

HANDS-ON LEARNING ACTIVITIES BOOKLET: Communication



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Information

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Index

4.7 Communication.....	4
Activity 1	4
Activity 2	6

4.7 Communication

Activity 1

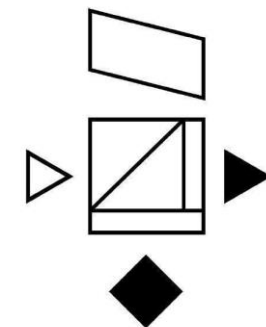
Activity title	Drawing back-to-back
Topic	Clarity and unambiguity in communication
Aim	Awareness of the importance of clear and unambiguous communication and the difficulty of communicating without the ability to monitor the non-verbal component.
Target group	Adult learners
Duration	30-45 minutes.
Objective/ Learning objectives	• Understand the importance of providing clear and understandable information • Recognise the indispensable role of non-verbal and visual signals in communication • Increase self-awareness of own verbal communication skills • Awareness of the importance of feedback in communication
Needed materials	Worksheets with pictures, blank paper, writing materials (pencils, crayons, eraser), hard writing pad
Steps for implementation	<u>Implementation phases:</u> Introduction and preparation (5 min.) A brief introduction to the issue of the interrelationship between verbal and non-verbal components of communication. Giving examples from practice when misunderstandings occur in the absence of one of the components of communication.

The trainer will explain the procedure and objectives of the activity. Participants will form pairs sufficiently apart so as not to be too distracted by the other pairs. They sit with their backs to each other on the chairs. Then the trainer hands each pair one picture and one blank paper. Make sure that only one participant of the pair sees the picture.

Activity implementation (10 min.)

The trainer will ask the participants to start working by having the participant who has been given the picture explain to his/her partner what to draw on the blank sheet of paper. Participants are asked not to use any other means of communication than the spoken word. It is essential that only the participant who has the picture in his/her hand can speak. His/her partner is not allowed to ask any questions. The trainer monitors the progress of the activity in each pair.

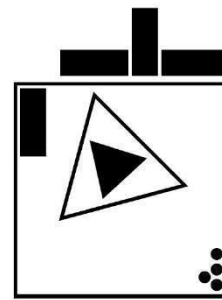
Example of suitable images:



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4

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5

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Activity analysis (15 min.)

When the time is up, the trainer asks participants to flip or fold their pictures in half and wait for their turn. Pairs will present both the original picture and the one created during the activity to the whole group. They will compare the two images, discussing how similar they are and explaining any differences. Each member of the pair should have the opportunity to experience both roles of giving instructions and drawing by preparing two images for this purpose.

Summary (5 min.)

The trainer concludes the activity by evaluating the work in pairs and stressing the need for clear communication. He will again stress the importance of non-verbal communication and visual information. The group

	can choose the pair among themselves that has managed to process the picture with the highest accuracy and reward them with a small prize.
Method	Interpretation, pair work, dialogue, presentation in front of the group
Evaluation (questions)	• How did you work without the possibility of talking? • What did you like and dislike about your partner's instruction? • How do you see the benefits of this activity for you personally? • What steps do you think need to be taken during the dialogue to avoid mutual misunderstandings?
Links/ References	https://www.therapistaid.com/therapy-worksheet/drawing-communication-exercise

Activity 2

Activity title	Everyday conversations practise
Topic	Developing basic communication skills
Aim	Build foundational communication skills through practical exercises in everyday conversation scenarios. This activity provides a practical and supportive environment for low-qualified adults to practice basic communication skills. By focusing on everyday scenarios, participants can build confidence and improve their ability to engage in simple conversations.
Target group	Adult learners

Duration	30-45 min
Objective/ Learning objectives	● Improve basic verbal communication skills. ● Enhance active listening and response in common situations. ● Boost confidence in engaging in simple conversations.
Needed materials	Index cards with conversation prompts or scenarios, pens.
Steps for implementation	Introduction (5 min) ● Discuss the importance of effective communication in daily life. ● Emphasise that the goal is to practise basic communication skills in common scenarios. Introduction of the activity (2 min) ● Explain the activity, emphasising that it's a safe space for practice and improvement. ● Discuss the scenarios that will be used for the activity. Implementation of the activity (15 min) ● Distribute index cards with simple conversation prompts or scenarios (e.g., greetings, asking for directions, making small talk). ● Participants pair up and take turns practising the conversations on their cards. ● Encourage participants to focus on clarity, tone, and active listening. Activity analysis (10 min) ● After the practice rounds, facilitate a discussion on the challenges and successes observed. ● Ask participants to share their experiences and what they found most helpful in the activity. Conclusion (5 min) ● Summarise key communication skills practised during the activity. ● Encourage participants to continue practising in real-life situations.

Method	Pair-based conversation practice, group discussion, reflection.
Evaluation (questions)	• What was challenging about the conversations you practised? • Did you discover any new strategies for effective communication during the activity? • How can you apply what you've learned in your daily interactions?
Links/ References	https://everydaysspeech.com/sel-implementation/navigating-conversations-essential-staying-on-topic-activities/



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