



Section A, Part 9: Communication

National Student Council

Distinguished Student Leaders

Worksheet (9 of 13)

Knowledge Builders

These are key concepts, terms, and processes for which you will be expected to demonstrate an understanding of or the ability to use or apply appropriately as a leader.

Take notes here, then provide no more than one paragraph per item in your portfolio to explain each of the following:

Portfolio

Label

- A9.1 Identify the 4 common elements of communication and explain their roles in the communication process.
- A9.2 List the 8 common influences on communication. Select 5 and explain how they affect the way we communicate.
- A9.3 Explain 5 ways that students can become better listeners.
- A9.4 Identify 10 conditions that can block effective communications. Select 5 to define and suggest strategies to address them.

Demonstration of Skills and Knowledge

You will demonstrate your knowledge of these items for your adviser and include no more than one paragraph per item in your portfolio for each of the following:

Portfolio

Label

- A9.5 Submit a letter or memo you created for use in your current or past council role to demonstrate your ability to communicate effectively in print.
- A9.6 Submit a printout of an email or short PowerPoint presentation you created for use in your current or past council role to demonstrate your ability to communicate effectively in electronic form.
- A9.7 Demonstrate your ability to effectively communicate orally during a council meeting or activity while speaking from a podium using proper stage and podium etiquette.

Adviser Observation Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Dresses appropriately for presentation | <input type="checkbox"/> Is prepared – practiced and has organized notes |
| <input type="checkbox"/> Finishes within allotted time | <input type="checkbox"/> Speaks with acceptable volume and enunciation |
| <input type="checkbox"/> Avoids filler words (uh, um, ah) | <input type="checkbox"/> Makes appropriate eye contact with audience |
| <input type="checkbox"/> Maintains forward posture to audience | <input type="checkbox"/> Uses acceptable stance and body movements |