Communication
Welcome
Learn and have fun
You are among friends
Ask questions
Introductions
- Name
- What is your favorite way to communicate?
Communication

Communication skills are how we give and receive information and convey our ideas and opinions with those around us.

Communication comes in many forms:
- verbal (sounds, language, and tone of voice)
- aural (listening and hearing)
- non-verbal (facial expressions, body language, and posture)
- written (journals, emails, blogs, and text messages)
- visual (signs, symbols, and pictures)

Non-verbal communication is also critical including good eye contact, good posture, and “active” listening.
Communication Activity

Discuss or act out how you would communicate with a: Friend, Family, and Professional both verbally and nonverbally.

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<thead>
<tr>
<th></th>
<th>Saying hello or goodbye</th>
<th>Asking for help</th>
<th>Showing excitement</th>
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<tbody>
<tr>
<td><strong>Friend</strong></td>
<td>Friend – verbal</td>
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<td><strong>Family</strong></td>
<td>Family – verbal</td>
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<td><strong>Professional</strong></td>
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Social Media

- Stand up if you have a Facebook account.
- Stand up and turn around if you communicate with others by texting.
- Raise your hand if you have ever Googled something.

Names that have all become synonymous with social networking in the early 21st century.

Social media has become so popular it has its very own language!

- “Google” or be “Googled”
- “Friend” or “Unfriend”
- “Tweet”
  - All Merriam Webster Online Dictionary verbs!
Social Media Activity

Let's learn how to use Facebook together!

Additionally, let’s discuss how to be invited to join the Special Olympics Pennsylvania Athlete Leadership secret Facebook group…

The secret Facebook group will be used to inform athletes about:
- Upcoming Athlete Leadership University sessions
- Athlete Input Councils at state competitions
- Online Athlete Leadership surveys
- Special Olympics Athlete Review newsletter issues

Members are also invited to share their competition experiences, as well as any other experiences, through written posts, photos and videos.
Email

When emailing people you don’t know:

- **Email Etiquette:** Include a subject line that “helps” the reader
  - **Possible Reasons:**

- **Email Etiquette:** Include a greeting (Dear…) and a closing (Sincerely,)
  - **Possible Reasons:**

- **Email Etiquette:** Avoid using ALL CAPS
  - **Possible Reasons:**

- **Email Etiquette:** Keep the communication short and to the point
  - **Possible Reasons:**

- **Email Etiquette:** Reread before hitting “send”
  - **Possible Reasons:**
Email Activity

Let's learn how to use Gmail together!

Additionally, let’s discuss why one should avoid using email addresses such as
- hotfoxychick@xyz.net
- itsallaboutme@abc.com
- partyanimal@mno.me
Thank you!

Questions?

More information contact Athlete Leadership Coordinator at JSchubert@SpecialOlympicsPA.org.