**Soft Skills Notes**

**Types of Communication**

* 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)

**Written Activity**

* I had been criticized a lot while running tech for a play. The directors were very picky, and they made me feel hurt and it caused me to feel like I wasn’t meeting expectations. I handled it in a mature manner, and I always said yes or yes ma’am. I was polite and followed instructions. I feel proud of the way I handled it. In the future, I will try to not let myself feel so down about it. I know to offer feedback to other in a respectful manner so that I will not be rude or disrespectful.

**Write This…**

* The way you communicate to others affects how they perceive you because depending on the tone of your voice, the word choice, and the way you express your feelings can cause a different message to be sent across.

**Write this…**

* If you make the right actions then you will be able to reach your goal. Making bad or wrong decisions can set you farther from your goal.