

## COMMUNICATION



Communicating effectively in a formal situation to a group

### Tips

Remember who you are speaking to and adapt the way you speak if you need to.

Show that you are confident; look at everyone; speak loudly; don't speak too fast.

Use gestures and smile.

### Key phrases

*Do you think we should be serious or funny? Perhaps I could tell a personal story?*

*Remember, this is a business meeting.*

*I think we should speak clearly.*

*How can we show that we're confident?*

*We mustn't be nervous.*

## CRITICAL THINKING



- 1 **Remember** What were the advantages of using 3D printing?
- 2 **Evaluate** Can you think of any disadvantages of this change in building?
- 3 **Create** Imagine you can build your own 3D home. What does it look like?

## COLLABORATION



Working together to achieve your goals

### Tips

Take turns to speak and listen.

Make sure you all agree with decisions.

Share the work equally.

### Key phrases

*I think we should include ...*

*I'm not clear about this.*

*Let's talk about this more before we decide.*

*OK, do we both agree?*

*I wrote last time, so I think it's your turn now.*

*Can I give you a hand?*

*You did that last time, so I'll do it this time.*

## CREATIVITY



Taking the Initiative

### Tips

Organise your time – do your best work and don't leave things until the last minute.

Divide the task into steps (first: choose the objects, second: describe the objects, third: make the video, etc.).

Offer each other help to complete your individual projects.

### Key phrases

*What are the different steps?*

*We need to do this by next Friday.*

*First of all, we need to ...*

*Why don't you send me your video when you've done it?*

*Then we need to ...*

*I'll send you my video.*

*Shall I text you tonight?*