Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									

Effective communication worksheet

Complete the table below, you may use more than one form of communication for each scenario:

Scenario	Methods							What is at risk if the communication is ineffective	Stretch & challenge
	Video conference	Written report	Letter	Telephone call	Text message	Email	Presentation		What are the rewards if the communication is effective?
To chase a missing order									
Apologising to a customer									
To negotiate a price									
Lodge a complaint									
Chase a payment									
Agree a meeting time									
Book accommodation									
Check a delivery									
Meeting minutes									
Customer quotation									
Inform staff of sales performance									