**3S ACTIVITY | SOCIAL INTERVIEWING**

# **Speaking and Listening Do’s and Don’ts**

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| **Appropriate Speaking Techniques** | **Appropriate Listening Techniques** |
| Do look at the other person when speaking with them. | Do try to hear and understand what the other person is saying. |
| Do use a clear voice that is not too soft and not too loud when speaking. | Do ask questions to clarify what the other person is saying. |
| Do take turns speaking (let the other person speak too). | Do nod and show understanding when listening. |
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