Communications
Merit Badge Workbook

This workbook can help you but you still need to read the merit badge pamphlet (book). No one can add or subtract from the Boy Scout Requirements #33215. Merit Badge Workbooks and much more are below: Online Resources. Worksheet developer: craig@craiglincoln.com. Requirements revised: 2003, Workbook updated: April 2008.

Scout's Name: _____________________________________  Unit: ________________________________
Counselor’s Name: ____________________________  Counselor’s Ph #: ____________________________

1. Do ONE of the following:

a. For one day, keep a log in which you describe your communication activities. Keep track of the time and different ways you spend communicating, such as talking person-to-person, listening to teachers or the radio, watching television, reading books and other print media, and communicating online.  Date:

<table>
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<tr>
<th>Time</th>
<th>Duration</th>
<th>Activity Type</th>
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Discuss with your counselor what your log reveals about the importance of communication in your life. ______________


Think of ways to improve your communication skills.

-OR-  b. For three days, keep a journal of your listening experiences.  

| Date/Time | Listening Experience | Dates: |
Identify one example of each of the following, and discuss with your counselor when you have listened to:

1. Obtain information

2. A persuasive argument

3. Appreciate or enjoy something

4. Understand someone's feelings

-OR-

c. In a small-group setting, meet with other Scouts or with friends. Have them share personal stories about significant events in their lives that affected them in some way. Take note of how each Scout participates in the group discussion and how effective each one is in telling his story.

Scout or friend: ________________________

Personal story: ______________________________________________________________________
____________________________________________________________________________________

Effectiveness: ________________________________________________________________________
____________________________________________________________________________________

Scout or friend: ________________________

Personal story: ______________________________________________________________________
____________________________________________________________________________________

Effectiveness: ________________________________________________________________________
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Scout or friend: ________________________

Personal story: ______________________________________________________________________
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Effectiveness: ________________________________________________________________________
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Scout or friend: ________________________

Personal story: ______________________________________________________________________
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Effectiveness: ________________________________________________________________________
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Scout or friend: ________________________

Personal story: ______________________________________________________________________
____________________________________________________________________________________

Effectiveness: ________________________________________________________________________
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Communications p. 4

Scout's Name: ________________________

Effectiveness: ______________________________________________________

Scout or friend: ______________________________________________________

Personal story: ______________________________________________________

Effectiveness: ______________________________________________________

Report what you have learned to your counselor about the differences you observed in effective communication. ________________________________

-OR-  d. List as many ways as you can think of to communicate with others (face-to-face, by telephone, letter, e-mail, fax). For each type of communication, discuss with your counselor an instance when that method might not be appropriate or effective.

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<tr>
<th>Way to Communicate</th>
<th>Discuss an instance when that method might not be appropriate or effective.</th>
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2. Do ONE of the following:

a. Think of a creative way to describe yourself using, for example, a collage, short story or autobiography, drawing or series of photographs, or a song or skit. Using the aid you created, make a presentation to your counselor about yourself.

b. Choose a concept, product, or service in which you have great confidence. ______________________________________________________

Build a sales plan based on its good points. ______________________________________________________

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OR
Try to persuade the counselor to agree with, use, or buy your concept, product, or service. After your sales talk, discuss with your counselor how persuasive you were.

3. Write a five-minute speech. Give it at a meeting of a group.
4. Interview someone you know fairly well, like, or respect because of his or her position, talent, career, or life experiences. Listen actively to learn as much as you can about the person. Then prepare and deliver to your counselor an introduction of the person as though this person were to be a guest speaker, and include reasons why the audience would want to hear this person speak.

Show how you would call to invite this person to speak.

5. Attend a public meeting (city council, school board, debate) approved by your counselor where several points of view are given on a single issue. Practice active listening skills and take careful notes of each point of view. Present an objective report that includes all points of view that were expressed, and share this with your counselor.

6. With your counselor’s approval, develop a plan to teach a skill or inform someone about something.
Prepare teaching aids for your plan.

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Carry out your plan. With your counselor, determine whether the person has learned what you intended. __________

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7. Do ONE of the following:

a. Write to the editor of a magazine or your local newspaper ________________________________________________________________________________
   to express your opinion or share information on any subject you choose. ______________________________________________________________________

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   Send your message by ☐ fax, ☐ e-mail, or ☐ regular mail. __________________________________________________________________________

-OR- b. Create a Web page for your Scout troop, school, or other organization. _________________________________
   Include at least one article and one photograph or illustration, and one link to some other Web page that would be helpful to someone who visits the Web page you have created. It is not necessary to post your Web page to the Internet, but if you decide to do so, you must first share it with your parents and counselor and get their permission.

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   -OR- c. Use desktop publishing to produce a newsletter, brochure, flier, or other printed material for your Scout troop, class at school, or other group. Include at least one article and one photograph or illustration. _________________________________
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8. Plan a troop court of honor or campfire program. Have the patrol leaders' council approve it, then write the script and prepare the program. Serve as master of ceremonies. ____________________________________________________________
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9. Learn about opportunities in the field of communications.

Choose one career in which you are interested
and discuss with your counselor the major responsibilities of that position

and the qualifications, education, and preparation it requires.

Online Resources  (Use any Internet resource with caution and only with your parent’s or guardian’s permission.)
► Scout  ► Tenderfoot  ► Second Class  ► First Class  ◄ Rank Videos  ► Safety Afloat
Boy Scout Merit Badge Workbooks: usscouts.org -or- meritbadge.org  Merit Badge Books: www.scoutstuff.org
ExpertVillage Lessons on Giving a Speech Videos: ◄ Public Speaking Tips  ◄ How to Conduct an Interview (Job)
 ◄ Outlook Email  ◄ PowerPoint Presentation Basics  ◄ PowerPoint Presentation  ◄ Powerpoint3
Broadcast Education Association: http://www.beaweb.org
HTML Writers Guild: http://www.hw.org
National Communication Association: http://www.natcom.org