



## 07 – VOCABULARY: COMMUNICATORS



### GOOD COMMUNICATORS

Good communicators are people who:

- are first of all good listeners, and really **take in** what others have to say.
- make sure their body language **isn't at odds with** what they are saying.
- **pick up on** little things that are important to people, such as important names or dates.
- **keep** people **in the picture** about things.
- know when to distribute information **on a need-to-know basis**.
- don't **get** people's **backs up** by being rude, aggressive, dismissive, etc.
- **win** people **over** rather than make demands.
- are prepared to **open up to** people, so that others will open up to them.

### POOR COMMUNICATORS

HOLLY: Do you think Jonathan will use our ideas in the advertising campaign?

JAKE: I think he's **mulling** them **over**, but **reading between the lines** I'd say 'maybe'.

HOLLY He doesn't **give** much **away**, does he?

JAKE: No. He doesn't **let** anyone **in on** what he's thinking. He prefers to **keep things to himself**, which IS probably why we end up **getting the wrong end of the stick** so often.

HOLLY: Doesn't it **occur to** him that it's very frustrating to **be kept in the dark** like this?

JAKE: No. **It makes no odds** to him what people think. Or if he does care, he doesn't **let on**.