

QUICKWRITE ORGANIZER: EPISODE 6, "FOOD RULES!"

WRITE CLEAR AND HELPFUL TIPS

Pierre wants the staff to ban sugary foods from Common Ground. Mai wants no food rules at all. Everybody is cranky. Everybody is looking to you for an answer. But if people really knew how to listen to each other, maybe they could come up with solutions on their own.

Before you write your tips for how to listen well, complete the chart below by doing the following:

1. Read the first tip under "Good Listening Tips." In the right-hand column, tell why this tip is important.
2. In the left-hand column write three listening tips of your own and why they are important.
 - **HINT:** Ask yourself, *What does this tip accomplish? How will it help me understand someone else's ideas better?*

| GOOD LISTENING TIPS | WHY THIS TIP IS IMPORTANT |
|--|---------------------------|
| Ask the person speaking to explain his or her opinion. | |
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It's time to write your email to the office. You want to give your staff tips on how they can listen better to one another.

You can either go back to the game to write, or write your list of tips in the space below, then copy and paste your email to the office into the box in the game.

WRITING PROMPT

Write an email to the office that includes three useful points about listening to each other in the workplace. Before you hit "Send," be sure you've covered the following points:

- one key reason everyone should listen carefully to each other
- at least one listening practice that will improve office communication

MY TIP LIST