

# List of Exercises for Communication & Etiquette Skills

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## 1. Listening Exercises

**Objective:** Improve comprehension and awareness of different types of etiquette.

**Exercise:**

- Watch **videos on different types of etiquette** (Corporate, Email, Social Media, Dining, etc.).
- Take **notes on key rules and best practices**.
- Summarize the video in 5-6 bullet points.

**Suggested Videos:**

- **Corporate Etiquette:** How to behave professionally in the workplace.
- **Meeting Etiquette:** How to participate effectively in meetings.
- **Email & Social Media Etiquette:** How to communicate professionally online.
- **Dining Etiquette:** Proper table manners and restaurant behavior.

**Practice Task:**

- Watch a video on **Dining Etiquette** and list **5 important rules**.
  - Compare **Indian vs. Western dining etiquette**.
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## 2. Speaking Exercises

**Objective:** Develop confidence in **group communication & persuasive speaking**.

### (A) Team Presentation

**Task:** Work in a group to prepare a **5-minute team presentation** on:

- Importance of **Etiquette in Professional Life**.
- Social Media **Do's & Don'ts**.
- Negotiation Skills for Career Growth.

**Steps:**

- 1st Research the topic.
- 2nd Divide sections among team members.
- 3rd Practice delivery & ensure smooth transitions between speakers.
- 4th Use slides or visual aids if necessary.

**Evaluation Criteria:**

- Clarity of speech.
  - Body language & confidence.
  - Logical structure & engagement.
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### (B) Negotiation Skills Exercise

**Task:** Role-play a **business negotiation scenario**.

- **Scenario 1:** A salary negotiation between a job candidate and an HR manager.
- **Scenario 2:** A customer negotiating a discount with a supplier.

**Practice Steps:**

- 1st **Define the objectives** (what each side wants).
- 2nd **State arguments clearly** with supporting points.
- 3rd **Listen actively** to the other party's concerns.
- 4th **Use persuasive language** and propose compromises.

**Key Phrases for Negotiation:**

- *"I understand your concern, but let me explain why this is beneficial..."*
- *"Can we reach a middle ground where both of us benefit?"*
- *"If we agree on X, would you be willing to consider Y?"*

**Evaluation Criteria:**

- Confidence & Persuasiveness.
  - Ability to **stay calm & professional**.
  - Effective use of negotiation techniques.
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### 3. Reading Exercises

**Objective:** Improve understanding of sentence structure through **phrases and clauses**.

**Task 1: Identify Phrases & Clauses in a Passage**

- Read a **short paragraph** and **underline phrases and clauses**.
- Example passage:  
*"Running late for the meeting, she quickly grabbed her bag and left."*
- **Phrase:** *Running late for the meeting.*
- **Clause:** *She quickly grabbed her bag and left.*

**Task 2: Rearranging Sentence Components**

- **Given Jumbled Words:** Arrange them into a meaningful sentence.
- Example:  
*the / concert / was / by / delayed / heavy rain*
- **Corrected Sentence:** *The concert was delayed by heavy rain.*

**Task 3: Read & Highlight Key Phrases in Professional Emails**

- Example: *"I appreciate your quick response and look forward to our discussion."*
  - **Identify the phrase:** *"look forward to our discussion."*
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### 4. Writing Exercises

**Objective:** Enhance writing fluency and paraphrasing skills.

#### (A) Free Writing on Any Given Topic

**Task:** Write for **10 minutes non-stop** on a topic without worrying about grammar.

- Topics:
- **The Role of Etiquette in Everyday Life**
- **Social Media: Connecting or Isolating People?**
- **The Impact of Technology on Human Interaction**

**Practice Steps:**

- 1st Choose a topic.
- 2nd Set a timer for 10 minutes.
- 3rd Write continuously without editing.
- 4th Review and refine key ideas afterward.

**Focus Areas:**

- Flow of ideas.
  - Expressing thoughts freely.
  - Avoiding overthinking.
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#### (B) Paraphrasing Practice

**Task:** Rewrite given sentences using different words and structure while maintaining the meaning.

**Examples:**

**Original Sentence**

**Paraphrased Sentence**

### Original Sentence

"Technology is changing the way we work."

"The meeting was postponed due to bad weather."

### Paraphrased Sentence

"The workplace is evolving due to technological advancements."

"The poor weather conditions caused the meeting to be rescheduled."

#### Practice Steps:

1st Read the original sentence carefully.

2nd Identify the **main idea**.

3rd Rewrite it using synonyms & different sentence structures.

#### Challenge Exercise:

- **Paraphrase this passage:**

*"Social media has made communication easier, but it has also reduced face-to-face interactions among people."*

#### Expected Output (Example):

- *"While social media has simplified communication, it has also decreased in-person interactions."*
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## Key Takeaways

**Listening Exercises** improve comprehension of etiquette rules.

**Speaking Exercises** develop confidence in team discussions & negotiations.

**Reading Exercises** enhance understanding of phrases, clauses & sentence structures.

**Writing Exercises** build fluency, creativity, and paraphrasing skills.

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This **Communication & Etiquette Exercise List** provides a **structured approach** to improving listening, speaking, reading, and writing skills. Let me know if you need additional tasks or examples!