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1. While talking is a natural occurrence, it still carries formalities and can have a large impact on those involved. On top of that, the topics being discussed could be crucial to the parties involved in the conversation. Because of this, and because of how prevalent talking is as a form of communication, we should give it more attention than any other form of communication if anything.
2. Being conscious of the elements of talking helps us improve our communication by allowing us to be aware of potential mistakes we might make while conversing. It also helps us pick up on other’s feelings towards our own words, allowing us to address those feelings or adjust our speaking to avoid offending.
3. Appropriate topics would include small talk such as asking how they are doing, work-related topics, and known common interests like sports. Inappropriate would be something like asking potentially confidential work-related questions or personal questions.
4. The leader should determine the agenda, as they are the ones who called the meeting in the first place. If the leader feels as though attendees have points that must be discussed and time allows it, then those points can be discussed when the leader decides they can be.
5. Meetings often have time limits. If everyone spoke as much as they wanted without interference, meetings could go without having everything planned gone over, making the meeting somewhat unproductive.
6. An annoying phone practice I have experienced is sometimes others do not pick up on verbal queues that I may be trying to end a call due to time restraints. In person, you can also give physical queues that you are trying to end the conversation. This could be corrected by explaining at the start of the call that time is limited.
7. Voice mail strengths include time saving from having to play phone tag, giving the ability to verbally communicate a message even when conversation isn’t able to be had, and time saving by being able to verbally dictate your message rather than typing it out. Disadvantages include not knowing whether or not your message is coming through clearly or if there are potential connection issues or microphone issues, the chance that your message will be ignored, and having to be prepared to give a summary of why you’re calling.
8. We have difficulty listening for a lot of reasons. I have ADHD, so I just struggle to focus in general. However, most people struggle to maintain focus when they are not particularly interested in the topic. We also could be “hearing” but not “listening” or actually absorbing the information being dictated to us.
9. The best way for me to improve listening is to take notes while listening. Another way is to remove all distractions or anything that might potentially become a distraction.
10. Body language relates to speaking and listening in that it is an instinctual way to show emotions and carries its own messages apart from the verbal messages. It also helps convey that you are listening to someone who is speaking.  
    Space relates to speaking and listening because maintaining specific spacing will ensure that others are hearing your message and that you are hearing their message.   
    Paralanguage relates to speaking and listening in that it emphasizes the important parts of your message, ensuring that the message is stressed the exact way it was meant to be heard.  
    Time relates to speaking and listening in that carries its own message of how much you value your own time as well as the time of the listeners.