



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 #33216. Each Scout must do each requirement. Merit Badge Workbooks and more: [Online Resources](http://OnlineResources.com). Send comments to the workbook developer: craig@craiglincoln.com. Requirements revised: 01/1/10, Workbook updated: 02/10.

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 using any electronic communication device. Date: _____

Time	Duration	Activity Type	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Discuss with your counselor what your log reveals about the importance of communication in your life. _____

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 effectively he communicates his story.

Scout or friend: _____

Personal story: _____

Effectiveness: _____

Scout or friend: _____

Personal story: _____

Effectiveness: _____

Scout or friend: _____

Personal story: _____

Effectiveness: _____

Scout or friend: _____

Personal story: _____

Effectiveness: _____

Scout or friend: _____

Personal story: _____

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, text messages, and so on). For each type of communication, discuss with your counselor an instance when that method might not be appropriate or effective.

Way to Communicate Discuss an instance when that method might not be appropriate or effective.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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. _____

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. _____

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

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. _____

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

-OR- b. Create a web page or blog of special interest to you (for instance, your troop or crew, a hobby, or a sport).

Include at least three articles or entries _____

and one photograph or illustration, _____

and one link to some other Web page or blog _____

that would be helpful to someone who visits the Web page or blog you have created. It is not necessary to post your Web page or blog to the Internet, but if you decide to do so, you must first share it with your parents and counselor and get their permission.

-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. _____

8. Plan a troop court of honor, campfire program, or an interfaith worship service. Have the patrol leaders' council approve it, then write the script and prepare the program. Serve as master of ceremonies. _____

9. Learn about opportunities in the field of communication. _____

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.)

Boy Scouts of America: ► scouting.org ► [Guide to Safe Scouting](#) ► [Age-Appropriate Guidelines](#) ► [Safe Swim Defense](#)
► [Scout](#) ► [Tenderfoot](#) ► [Second Class](#) ► [First Class](#) ► [Rank Videos](#) ► [Safety Afloat](#)

Merit Badge Books: www.scoutstuff.org *Please don't post workbooks on your site. Please instead post links to these:*
MeritBadge.org: <http://meritbadge.org/wiki/index.php/MBW> -or- usscouts.org: <http://www.usscouts.org/mb/worksheets/list.asp>

Requirement Resources

These resources and much more are at: <http://meritbadge.org/wiki/index.php/Communications>

1. How we communicate: [Communications](#) - [Interpersonal Communications](#) - [Telecommunications](#)
- 1a. A communications log is in the [Communications Workbook](#).
- 1b. A listening journal is in the [Communications Workbook](#).
- 1c. See below: #4 for interviewing resources, #5 for active listening and taking notes.
- 2a. [Scout Songs](#) - [Scout Skits](#) - Also see [Art](#) Merit Badge. [Microsoft PowerPoint](#) - Great Microsoft PowerPoint tutorials.
- 2b. How to sell [Popcorn](#) - with sample scripts, sales plans, and even a video. Also see [Salesmanship](#) #3.
3. **Lesson Videos:** [ExpertVillage: Giving a Speech](#) - [Public Speaking Tips](#)
 - Speeches & presentations: [How to Choose a topic](#) - [How to Write a Speech](#) - [How to Give a Speech](#) - [Ideas from eHow](#)
 - The [Citizenship in the Community](#) #8 *public presentation...of your community* could be given as a **Communications** #3 *five-minute speech* using the techniques from [Photography](#) #4b to *produce a picture story* and [Art](#) #1 to *tell a story with...pictures* which could be developed into the [Computers](#) #6e *short presentation*.
Also see [Public Speaking](#) #1. "Give a three- to five-minute introduction of yourself".
4. **Lesson Video:** [How a reporter interviews someone](#) - [How to Conduct an Interview \(Job\)](#).
5. **Communications** #5 "Attend a public meeting..." is similar to [Journalism](#) #4 "Attend a public event..."
 - Active Listening skills: [Wikipedia](#) - [How to be an active listener](#)
 - How to remember what is said: [Memory Tricks](#) - [12 Memory Tricks](#)
 - [How to Take Notes](#) - [Take Better Notes](#) - [Lesson Video: How to take notes](#)
6. Some ideas for skills or topics you could teach:
 - [Knots](#) - pick a basic knot or knots to teach (animated instructions and handouts).
 - [Scout Songs](#) & [Scout Skits](#) for great campfire programs
 - How to present a [Flag Ceremony](#)
 - [Essentials for the Outdoors](#) - what you need for a hike, campout, or summer camp, etc.
 - What is [Order of the Arrow](#)? Great topic if you are in OA.
 - [First Aid](#) Merit Badge Requirement 7 is to teach a first aid skill - resources and videos are there.
 - [Camping](#) - possible topics include packing a backpack, cold or warm weather clothing, [Leave No Trace](#), etc.
 - **Lesson Videos** (If you want to use PowerPoint): [PowerPoint Presentation Basics](#) - [PowerPoint Tips](#) - [More PowerPoint](#)
- 7a. : **Microsoft Outlook great email tutorials.** - Lesson Videos: [Outlook Email](#)
 - [Microsoft Word](#) - Great Microsoft Word tutorials.
- 7b. **Communications** #7b "Create a Web page..." is very similar to [Computers](#) #7d "Design a webpage..."
- 7c. [Microsoft Word](#) - Great Microsoft Word tutorials teach desktop publishing and more.
 - See [Photography](#) for help with your photo.
8. See [Court of Honor](#) for ideas and a sample script and program in the Word Doc format that you can customize.
9. Communications Careers resources from: [Berkley](#), [Rutgers](#), and [Temple University](#)