



COMMUNICATION

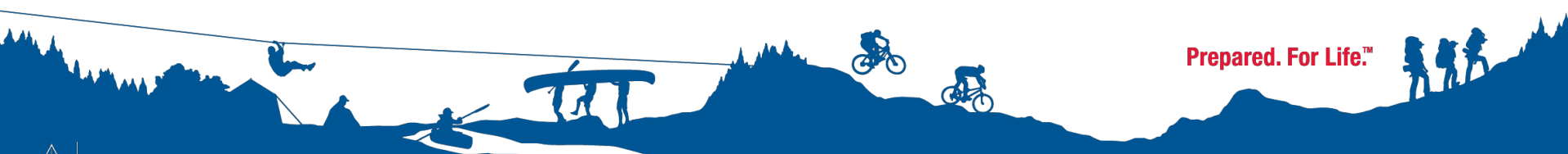


“The right word may be effective, but no word was ever as effective as a rightly timed pause.”

Mark Twain

“You can have brilliant ideas, but if you can’t get them across, your ideas won’t get you anywhere.”

Lee Iacocca



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Communication Merit Badge



Communication is important to your life. Being able to communicate effectively is key to achieving success. It is the way you get people to understand your values, interests, talents, abilities, needs, and wants. It also involves listening carefully to others, knowing when to speak up, and knowing when to keep your thoughts to yourself.

The Communication Merit Badge was introduced in 1965 as Communications MB; in 2009 it was renamed Communication with all new, updated requirements.

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Merit Badge Completion

- You will earn the Merit Badge when you have completed all the requirements of the MB and have a follow-up meeting with your Merit Badge Counselor.
- If you have any questions, you may contact MB Counselors, TAC John Benedict, via email at johnbenedict2@hotmail.com, or ASM Dave Handzo, via email at dave.handzo@gmail.com
- Always copy your parent and Scoutmaster Carico (katie@carico.net) when communicating by email.

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Purpose of this MB class

- This MB is not a classroom merit badge – it requires discussion, actual communication, and participation – just showing up is not enough
- Some of the requirements will be completed in this class, some in future meetings, some on campouts, and some on your own.
- Schedule a meeting with your Communication MB counselor to go over the requirements and earn the badge.

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What you need

- **A Blue Card (Required)**
- **A Merit Badge Counselor (Required)**
- **The Communication MB book. If possible, you should read the book. (recommended)**
- **The Communication Merit Badge workbook (highly recommended)**
- **Complete the workbook as we discuss the topics!**

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Homework Requirements

The following slides depict the homework assignments that will need to be completed before earning this merit badge. This will take a lot of effort outside the meetings

Homework Assignments:

#2a OR #2b

#3

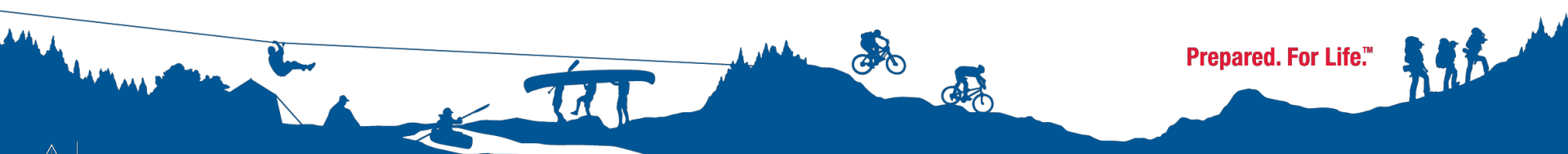
#4

#5

#7a OR #7b OR #7c

#8

#9



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Requirement 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. Try to persuade the counselor to agree with, use, or buy your concept, product, or service. After your sales talk, discuss with your counselor how persuasive you were.

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Requirement 3 – The 5 Minute Speech

- Write a five-minute speech. Give it at a meeting of a group.
 - We will do this in Patrol breakouts



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Requirement 4 – Interview Someone

- 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.



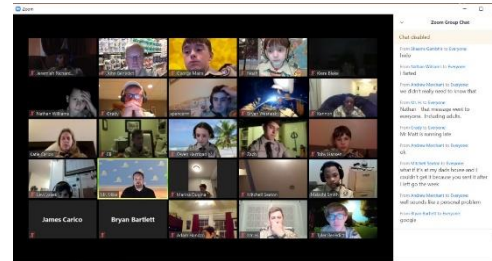
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Requirement 5 – Public Meeting

- 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. Prepare an objective report that includes all points of view that were expressed, and share this with your counselor.
 - **NOTE: This can be a virtual meeting based on COVID-19 restrictions**



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Requirement 6 – Teach a Skill

- 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.



You may be asking, "What is EDGE™?"

EDGE™ is the method you will use to teach in your troop. The key to making EDGE™ work is to use it for all teaching opportunities. Make it a habit.

1. **Explain**—The trainer (Scout doing the training) *explains* how something is done.
2. **Demonstrate**—After the trainer explains, the trainer *demonstrates* while explaining again.
3. **Guide**—The learner (Scout learning) tries the skill while the trainer *guides* him through it.
4. **Enable**—The trainee works on his own under the watchful eye of the trainer. The trainer's role in this step is to remove any obstacles to success, which *enables* the learner to succeed.

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Requirement 7

- **DO ONE OF THE FOLLOWING:**
 - 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, email or regular mail.
 - **OR**



Dear Teton Valley News I'm concerned about all the bike trails coming up. I think they could open up new and more four-wheeler trails and Razor trails. These new trails would open up access to to parts of the mountains for camping, Hunting, Fishing, ect. They could make more motorized vehicles trails, because I think there are too many mountain biking trails.

Thank you
Jack Simpson

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Requirement 7

- **DO ONE OF THE FOLLOWING:**
 - 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**

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Requirement 7

- **DO ONE OF THE FOLLOWING:**
 - 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.

BOY SCOUTS OF AMERICA
NATIONAL AREA COUNCIL

YOUR PACE YOUR PLACE

Sign up Online: www.BaltimoreBSA.org/Virtual5K
All registered participants will be mailed a Free commemorative BAC Virtual 5K Patch.

Join us on Facebook
May 2, 2020
at 9:00 AM
for our
5K Kickoff and Run
Pledge of Allegiance
Nerf Gun Start

Run/Walk -
•Around your neighborhood
•Park (maintain safe distancing)
•Treadmill

Optional
Commit your support of the
frontline workers with a
donation that will be used
to supply meals, gifts,
thank yous from the
Scouts and Scouters of the BAC.

**Post your finishing
picture on Facebook
with #BACVirtual5k**

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Requirement 8 – Plan & Execute CoH, Campfire, or Worship Service

- Plan a troop or crew court of honor, campfire program, or interfaith worship service. Have the patrol leaders' council approve it, then write the script and prepare the program. Serve as master of ceremonies.
 - This is the longest homework assignment
 - It is more than just reading a few lines – you must plan, execute, and host the event
 - Can be a joint effort



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Requirement 9 – Careers

- Find out about three career opportunities in the field of communication. Pick one and find out the education, training, and experience required for this profession. Discuss this with your counselor, and explain why this profession might interest you.



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Email & Phone Etiquette

- Email & phone etiquette is key to effective communication, plus it is polite
 - Emails:
 - Check your email daily
 - Always include your parent(s) on emails to Scout leaders
 - Always have a subject for your email
 - Address the person you are communicating with (i.e. Ms. Katie,)
 - Use proper English & full sentences to get your point across
 - Request, don't "demand"
 - Keep your emails brief
 - Close your email like a letter (i.e. Sincerely, John)

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Email & Phone Etiquette

- Email & phone etiquette is key to effective communication, plus it is polite
 - Phone Calls:
 - Introduce yourself in a polite manner when calling (i.e. Good afternoon/evening/morning, this is Tyler Benedict calling. May I speak to Mr. Grady?)
 - Don't scream when talking
 - Don't talk over the other person
 - Be polite
 - You do not need to mute your phone when you are in a one-on-one conversation
 - Have something to write with and write on during the call

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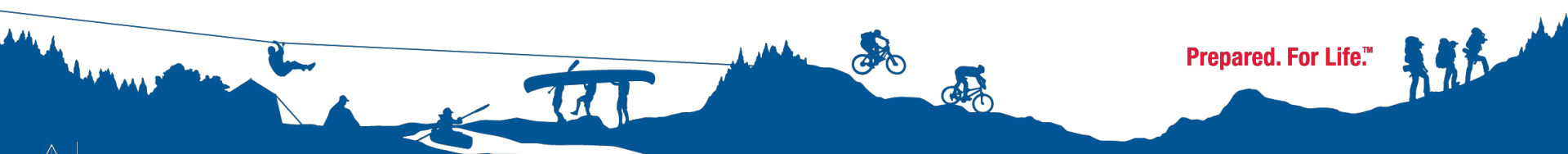




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WEEK 1



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What is Communication?

- **The Webster's Dictionary definition:**
 - A verbal or written message
 - A process by which information is exchanged between individuals through a common system of symbols, signs, or behavior
 - The exchange of information
 - A technique for expressing ideas effectively (as in speech)
 - The technology of the transmission of information (as by print or telecommunication)

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What is Communication?

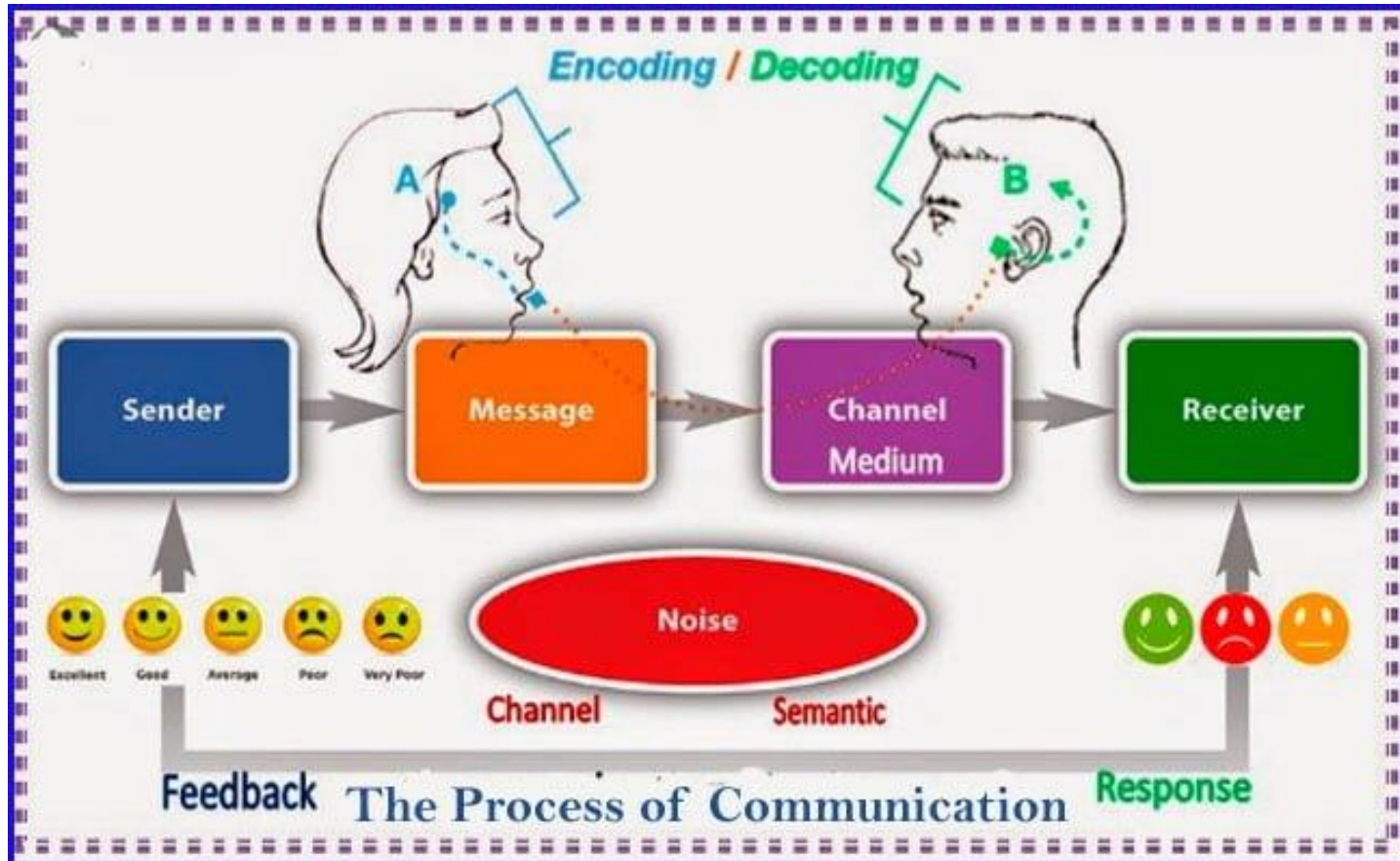
- **Communication is the way you get people to understand your values, interests, talents, abilities, needs, and wants. It is how you show your knowledge about things.**
- **Good communication means more than just expressing yourself. It also involves listening carefully to others, knowing when to speak up, and knowing when to keep your thoughts to yourself. If you can communicate well, you will be better at just about everything you do, from Scouting to schoolwork and being a good friend.**

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Communication Process

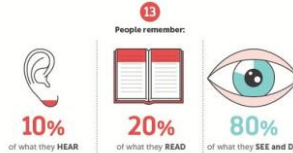


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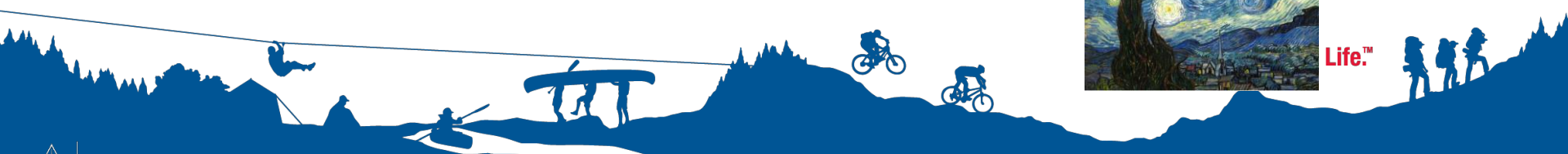


Requirement 1D – Ways to Communicate (Interactive)

- How many ways can you communicate?
 - Verbal/Face-to-Face
 - Telephone
 - Letter/Card
 - Email
 - Text
 - Pictures
 - Visual Information
 - Art/Music/Entertainment

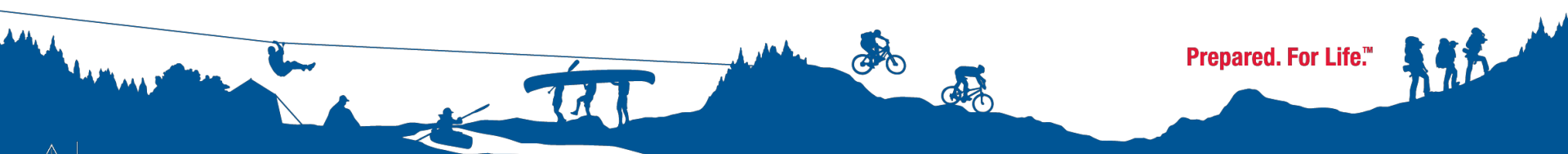


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Requirement 1D – Ways to Communicate (Discussion)



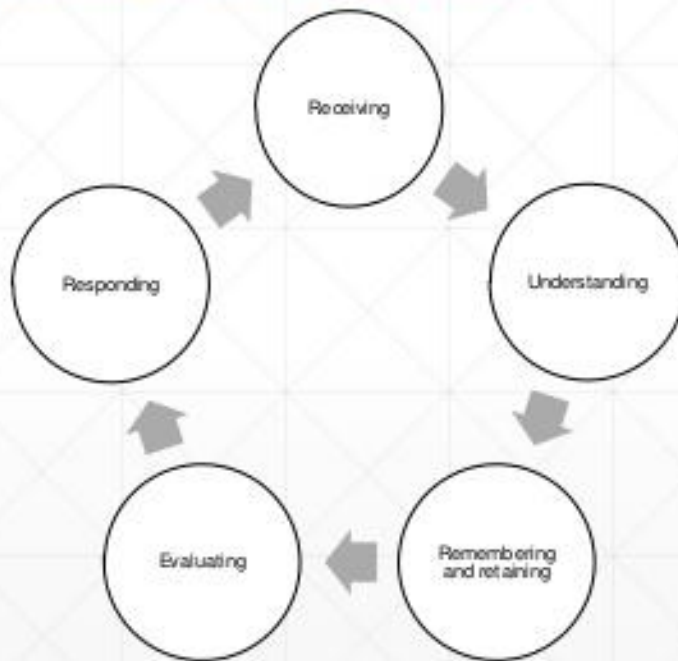
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Listening Process

The listening process



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What is Listening?

- **The Webster's Dictionary definition:**
 - **Hearing with a purpose**
 - **To make a conscious effort to hear**
 - **To pay attention**
 - **To give heed**
 - **To ascribe meaning to what is heard**

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Barriers to Listening?

- What are some barriers to effective listening?
 - Tendency to pre-judge the speaker
 - Ignoring emotional content of message
 - Ambiguous language
 - Use of jargon or acronyms
 - Distractions – physical, mental, auditory, etc.
 - “Sensitive” subject matter – embarrassing/uncomfortable
 - Mixed verbal & non-verbal messages
 - A blank Zoom screen

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Good Listener, Good Leader!

- Have you ever met someone new and then promptly forgotten his or her name? This can be very embarrassing. Listening is one of the most important skills you can learn. Scientists say that we learn 80-90% of what we know by listening.
- However, listening is more than just hearing. Listening is receiving. When you focus on the speaker and what is being said, you learn more, remember more and retain the information longer.

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Tips for Better Listening

- **Pay attention.** It is natural for your mind to wander when someone is talking to you. Often, we think about what we are going to say next, rather than listening to what the speaker is saying. However, a good listener ignores that impulse.
- **Be responsive.** A good listener lets the speaker know that his message is getting across. Instead of being distracted, look directly and often at the speaker's eyes, nod your head and make short responses like, "Yes, I get it;" or "That's interesting:"

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Tips for Better Listening

- **Restate what you heard.** Another great listening skill is to state what you think the speaker just said, using your own words. Ask questions if necessary. This helps you make sure you understood what was said. "We'll meet at 3 o'clock at the snack bar in the bowling alley, right? Or did you say at the snack bar next door to the bowling alley?"

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Example of Listening

Extremely Active Listening

Dilbert Bad Listener

Joey Learning French

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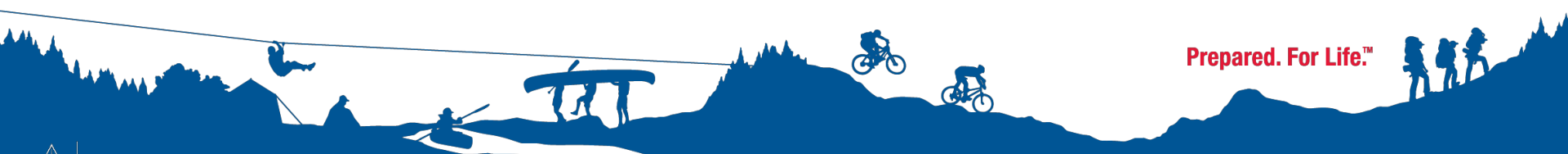




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WEEK 2



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Tips Before Your Speech

- **Pick a topic you are passionate about**
 - i.e. Minecraft, Sports, Scouting, etc.
- **Start with an outline first, then fill in details**
- **Write your speech out completely**
 - Approximately two pages, single spaced should be 5 minutes or so
- **Practice reading your speech alone; time it**
- **Practice reading your speech in front of your family**
 - Rehearse and time your speech

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Tips For Your Speech

- **Situate yourself so that you can read your speech & still maintain eye contact**
 - Do not hold your speech in front of your face and read it on Zoom
 - Scan the room/Zoom room while speaking
- **Take your time – don't rush it or you could mess up**
- **Speak clearly and loud enough to be heard**
- **Breathe! Breathe! Breathe!**
- **Try to be natural in your speech patterns – be yourself**
- **Remember your audience**

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Examples of Ineffective Communication

Ineffective Communication

The Low Talker

Boy Gives Bad Speech

Example of a Bad Speech

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Examples of Effective Communication

The King's Speech

The Wisest Man

Good Student Speech (Sales Pitch)

Chadwick Boseman

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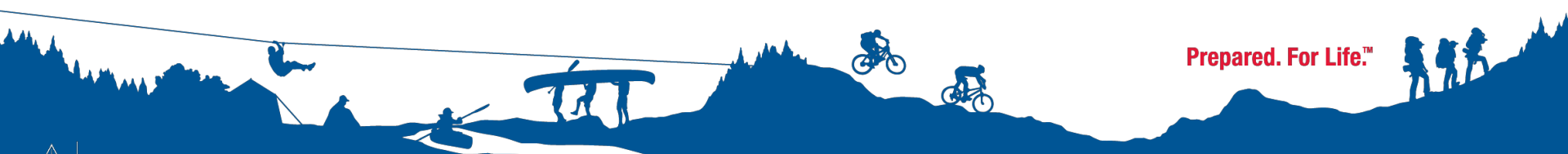




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WEEK 3



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Requirement 3 – The 5 Minute Speech

- Scouts will present their speeches during Patrol breakout meetings
- After each speech the Scouts will evaluate themselves and receive feedback from Adult(s) & fellow Scouts
- **REMEMBER, A SCOUT IS KIND!**

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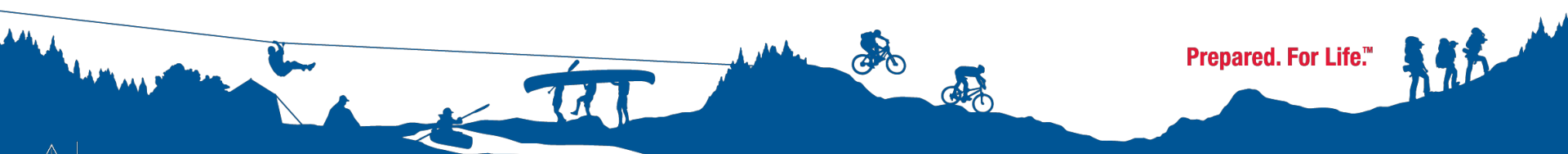




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WEEK 4



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Requirement 3 – The 5 Minute Speech

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