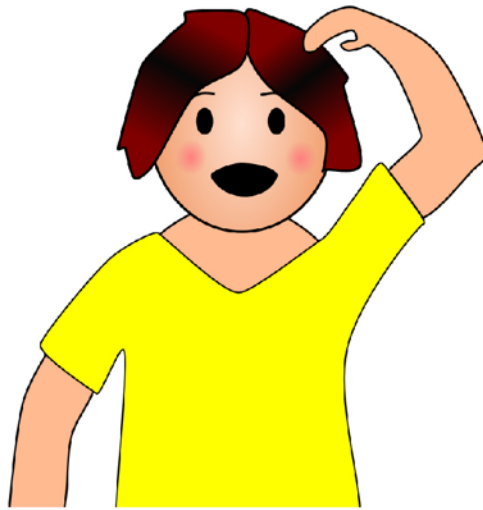
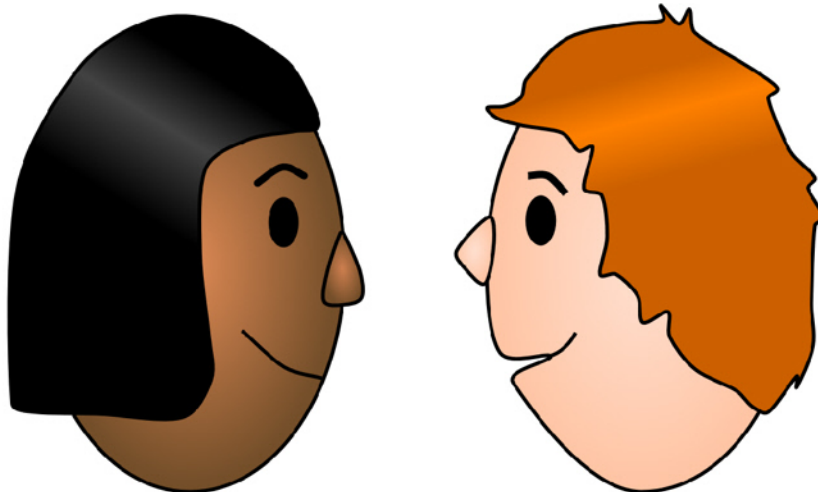


# Speaking and Listening Reminder Cards



Be clear about  
what you mean.

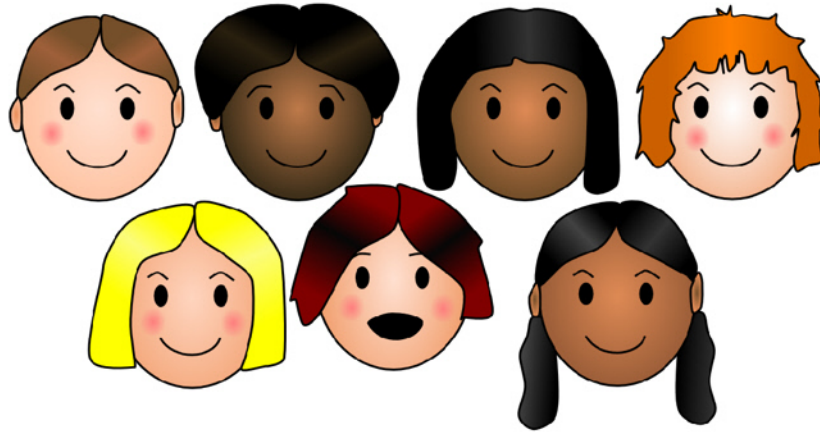
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Make eye-contact  
with the speaker.

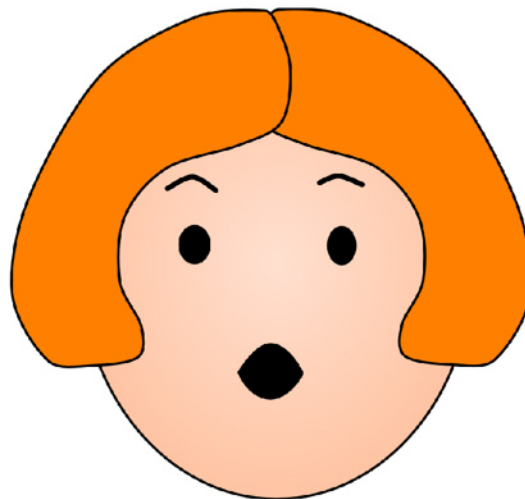
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# Speaking and Listening Reminder Cards



One person  
speaks at a time.

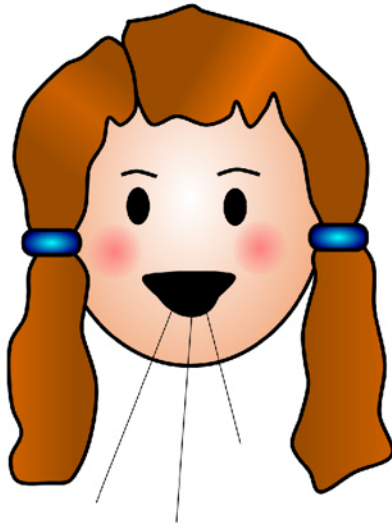
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Respond to the  
other speaker.

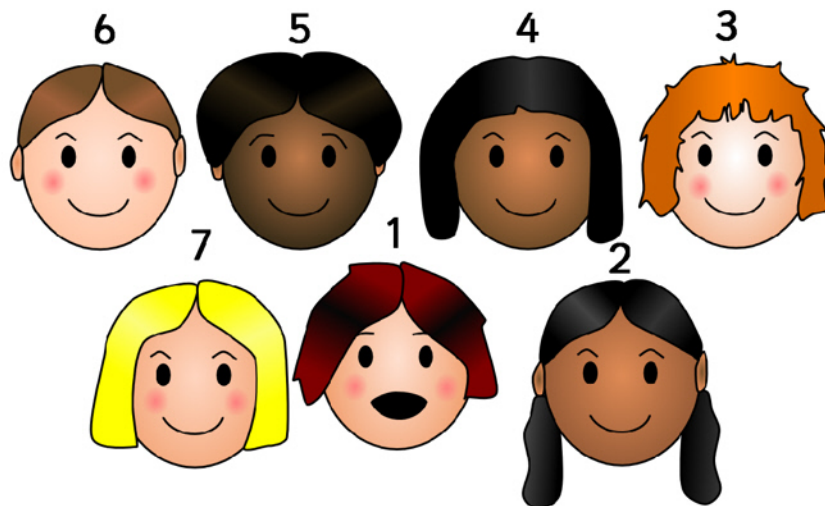
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# Speaking and Listening Reminder Cards



Speak in a clear,  
slow voice.

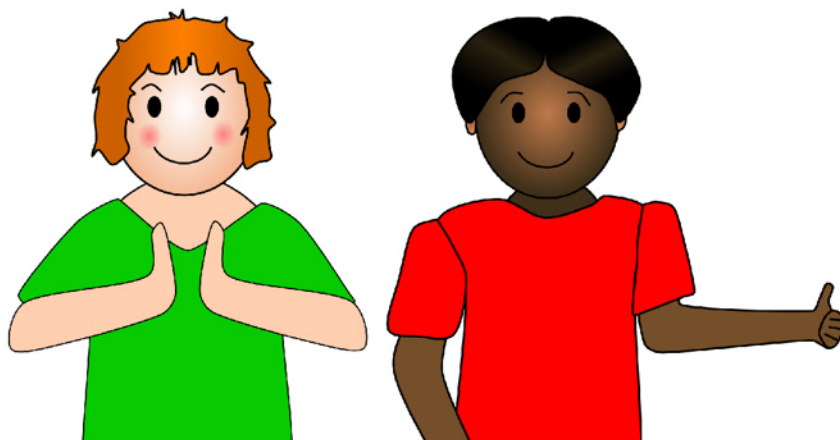
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Take turns to speak.

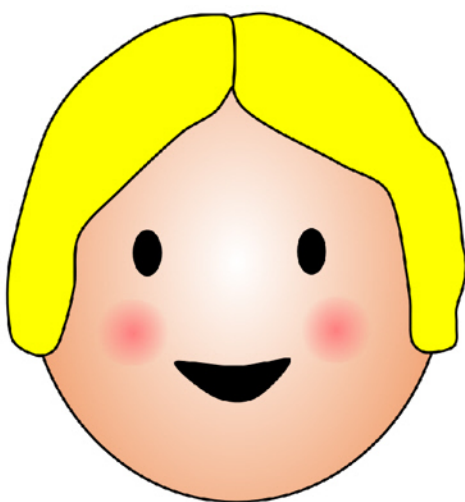
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# Speaking and Listening Reminder Cards



Use gestures.

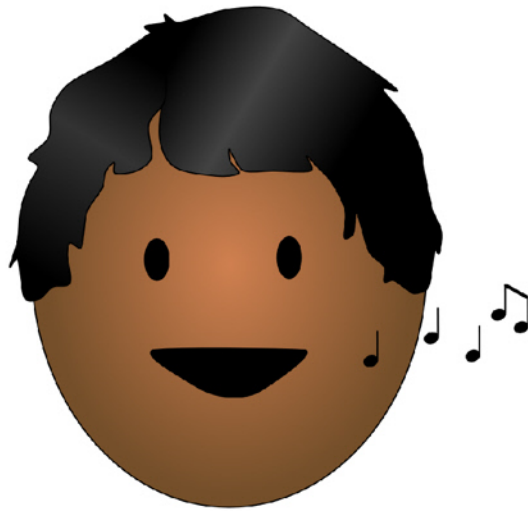
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Use good words.

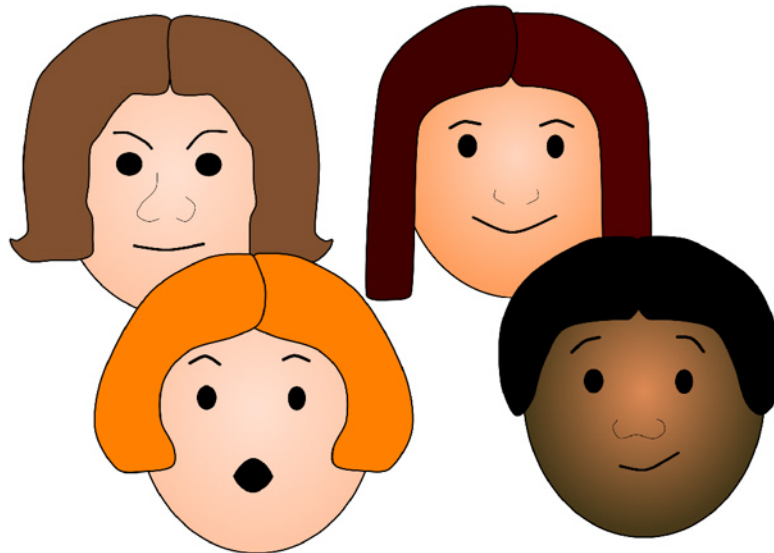
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# Speaking and Listening Reminder Cards



Use the right tone.

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Use your face  
to show feeling.

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