**Evaluate Communication Tools**

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| **Tool** | **Method:** talking, typing, writing | **Can you hear the person?** | **Can you see the person?** | **Equipment needed**: cell phone, computer, etc. | **Easy, ok or difficult to use?** | **How do you like it?** |
| 1. Phone call |  |  |  |  |  |  |
| 1. Text Message |  |  |  |  |  |  |
| 1. Email |  |  |  |  |  |  |
| 1. Video Chat (Skype) |  |  |  |  |  |  |
| 1. Facebook |  |  |  |  |  |  |
| 1. Handwritten Note |  |  |  |  |  |  |
| 1. Conversation in Person |  |  |  |  |  |  |

1. You have plans to visit your friend but you will be late. How will you tell your friend that you’ll be late?

I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. You can’t come to school today because you are sick. How will you tell your teacher?  
   I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. You want to change your work schedule so you can go to an appointment. How will you ask your manager?  
   I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. You want to talk to your child’s teacher because your child needs more reading help. How will you talk to the teacher?  
   I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. You are going to have a party. How will you invite your friends and family to the party?  
   I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. You want someone in your family to wash the dishes while you are at work. How will you ask this person to do the dishes?   
   I will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.