Unit 103: Introduction to the built environment life cycle

# Worksheet 12: Communications (tutor)

1. List **three** different forms of communication.

Any three from list below:

* Verbal
* Written
* Electronic
* Signs and notices
* Body language
* Sign language/gestures

1. What colour is a mandatory safety sign?
2. Red
3. Blue
4. Green
5. Yellow
6. Which **two** statements are **true** about verbal communication?
7. It has no auditable trail
8. It can be misunderstood
9. It is recorded for reference
10. It crosses language barriers
11. It is understood by everyone
12. Memos are used to communicate what information?
13. Graphs and charts
14. Drawings and sketches
15. Short and precise messages
16. Schedules and specifications