**Communication Skills in Zoom**

**Listening:**

* Not playing with backgrounds
* Not using the chat during lessons or when someone’s talking
* Staying on the screen and not leaving your device
* Looking at the screen and the person who is talking
* Not playing with things
* Making sure that everyone can see your face
* Staying still and not moving around
* Using signs like thumbs up or clapping

**Speaking**

* Not unmuting yourself when it’s not your turn
* Raising your hand to speak
* Speaking loud and clear
* Choosing a quiet space
* Being ready to speak when it’s your turn
* Being focused and thinking about the topic
* Being ready to share
* Sharing many ideas