**Listening and Speaking on Zoom Chats**

Listening

* turning off my microphone so I don’t create extra noise
* not using the chat during lessons or conversations
* listening when someone else is talking
* finding a quiet space so there aren’t too many distractions like TV or other people
* not playing with things
* sitting still, not moving around or leaving my device
* looking at the screen and the person who is talking
* wearing headphones (helpful for some people)
* using hand signs like thumbs up or down, raising my hand or clapping
* not playing with backgrounds

Speaking

* speaking at a good volume, not too loud or soft
* raising my hand when I’d like a turn
* turning on my microphone when it is my turn to speak
* using hand signs like thumbs up or down, raising my hand or clapping
* nodding my head
* sharing many ideas
* being ready to share
* being focused and thinking about the topic