



Communications

Merit Badge Worksheet



1. Develop a plan to teach a skill. Have your merit badge counselor approve the plan. Make teaching aids. Carry out your plan. With the counselor, check to see if the learner has learned.

I will teach: _____

My Plan: _____

Teaching Aids: _____

I taught this skill to: _____

Witnessed by: _____

I can tell the Scout learned it because: _____

2. Choose a product or service. Build a sales plan based on its good points. Try to "sell" the counselor on buying it from you. Talk with the counselor about how well you did in telling about the product or service and convincing the counselor to buy it.

I will try to sell: _____

My Plan: _____

How well did the sales plan work? _____

3. Do the following:

- a. Show how you would make a telephone call inviting an expert in the field of your choice to give a demonstration to your unit on that person's area of expertise.

- b. Show how to create an effective recorded message and how to leave a voice mail message.

Create a script for a recorded message: _____

Write down the proper way to leave a voice mail message: _____

- Text: _____

b. Show how to introduce a guest speaker.

5. Attend a town meeting where two or three points of view are being given. Listen and take notes. Make a report from your notes. Tell your troop or patrol what you heard.

Notes: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Report: _____

[illegible]

Date report given to Troop or Patrol: _____

6. Do ONE of the following:
- Write to the editor of a magazine or your local newspaper to express your opinion or share information (on any subject you choose). Or, write to an individual or organization to request information (on any subject). Send your message by fax or electronic mail, if possible. Otherwise, mail a traditional paper letter.

You can use the included form to develop your letter.

To whom did you write your letter? _____

What was the subject you wrote them about? _____

How did you send your letter? FAX Electronic Mail Standard Mail

Attach a copy of your letter to this document to show your counselor.

- Create a web page on the World Wide Web for yourself or to give information about your Scout troop, school, or other organization. Include at least one article and one photograph or illustration.

What is the address of your web page that you created? _____

Did you include all of the required information on your web page? _____

Print your web page and attach it to this worksheet

- Use desktop publishing to produce a newsletter, brochure, flier, or other printed material for your Scout troop, school, chartered organization, or other group. Include at least one article and one photograph or illustration.

What did you choose to create? _____

Did you include all of the required information? _____

Print your newsletter and attach it to this worksheet

Draft Letter

Dear _____,

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Sincerely,

- [illegible]

8. Find out about careers in the field of communications. Choose one career and discuss with your counselor the qualifications and preparation needed for it.

List a few of the careers in the field of communications that you found:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Select a career that you found. List the qualifications and preparation needed for this career and discuss them with your counselor:

Career Selected: _____

Qualifications and preparation needed: _____

Example Personal Resume

[NAME]
[Street Address]
[City, State/Province Zip/Postal Code]
[(###) ###-####]

OBJECTIVE: [This is where you would describe your objective]

EDUCATION

[Institution Name]
19XX to 19XX
[City, State/Province]
[Degree/Achievement]

PROFESSIONAL EXPERIENCE

[Company Name]
Month, 200x to Present
[City, State/Province]
[Position Held]. [Details of Position]

[Company Name]
Month, 19XX to 200x
[City, State/Province]
[Position Held]. [Details of Position]

ORGANIZATIONS

[Company/Institution Name]
19XX
[City, State/Province]
[Position Held]

RELATED EXPERIENCE AND/OR TALENTS

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