

# Communication



# Merit Badge Workbook

This workbook can help you but you still need to read the merit badge pamphlet.

This Workbook can help you organize your thoughts as you prepare to meet with your merit badge counselor. You still must satisfy your counselor that you can demonstrate each skill and have learned the information. You should use the work space provided for each requirement to keep track of which requirements have been completed, and to make notes for discussing the item with your counselor, not for providing full and complete answers. If a requirement says that you must take an action using words such as "discuss", "show", "tell", "explain", "demonstrate", "identify", etc, that is what you must do.

Merit Badge Counselors may not require the use of this or any similar workbooks.

No one may add or subtract from the official requirements found in Boy Scout Requirements (Pub. 33216 – SKU 621535).

		The requir	ements were last is:	sued or revised in 2014	This workbook was updated in <u>September 2016</u> .		
Sc	Scout's Name:Counselor's Name:						
		Please subm			<ul> <li>http://www.MeritBadge.Org</li> <li>ions about this workbook to: Workbooks@USScouts.Org</li> </ul>		
	Comm	nents or sugge	estions for changes t	to the <u>requirements</u> for	r the merit badge should be sent to: Merit.Badge@Scouting.Org		
1.	Do ONE	of the follow	ving:				
	a.	ways you s	pend communicati	ng, such as talking pe	r communication activities. Keep track of the time and different erson-to-person, listening to teachers or the radio, watching other print media, and using any electronic communication device.		
		Time	Duration	Activity Type	Description		

Workbook © Copyright 2016 - U.S. Scouting Service Project, Inc. - All Rights Reserved Requirements © Copyright, Boy Scouts of America (Used with permission.)

This workbook may be reproduced and used locally by Scouts and Scouters for purposes consistent with the programs of the Boy Scouts of America (BSA), the World Organization of the Scout Movement (WOSM) or other Scouting and Guiding Organizations. However it may NOT be used or reproduced for electronic redistribution or for commercial or other non-Scouting purposes without the express permission of the U. S. Scouting Service Project, Inc. (USSSP).

Discuss with your courisc	elor what your log reveals about the importance of communication in your life.
Think of ways to improve	your communications skills.
For three days, keep a jou	urnal of your listening experiences.
Dates:	
Date/Time	Listening Experience

Communication

Scout's Name:

Identify one example of each of the following, and discuss with your counselor when you have listened to: 1. Obtain information 2. Be persuaded 3. Appreciate or enjoy something 4. Understand someone's feelings c. In a small-group setting, meet with other Scouts or with friends. Have them share personal stories about significant events in their lives that affected them in some way. Take note of how each Scout participates in the group discussion and how effectively he communicates his story. Scout or friend: Personal story: Effectiveness:

Scout's Name:

Communication

Scout's Name: \_ Communication Scout or friend: Personal story: Effectiveness: Scout or friend: Personal story:

Effectiveness:

Report what you have	
might not be approp Way to Communic	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.
might not be approp	riate or effective.

Scout's Name: \_\_\_\_\_

Communication

Communication Scout's Name:		Scout's Name:	
2.	Do ONE	E of the following:	
	a.	Think of a creative way to describe y series of photographs, or a song or yourself.	rourself using, for example, a collage, short story or autobiography, drawing or skit. Using the aid you created, make a presentation to your counselor about
		. Choose a concept, product, or ser	vice in which you have great confidence.
		Build a sales plan based on its good	points.
		Try to persuade the counselor to acc	ree with, use, or buy your concept, product, or service. After your sales talk,
		discuss with your counselor how per	
3.	Write a	five-minute speech. Give it at a meet	ing of a group.
			J

munication	Scout's Name:
Interview someone you know fairly well, like, or	respect because of his or her position, talent, career, or life experiences.
Listen actively to learn as much as you can abo the person as though this person were to be a g person speak.	out the person. Then prepare and deliver to your counselor an introduction guest speaker, and include reasons why the audience would want to hear

Communication Scout's Name:		nication Scout's Name:
5.		Attend a public meeting (city council, school board, debate) approved by your counselor where several points of view are given on a single issue.
		Practice active listening skills and take careful notes of each point of view.
		Prepare an objective report that includes all points of view that were expressed, and share this with your counselor.
6.	With	n your counselor's approval, develop a plan to teach a skill or inform someone about something.
		Prepare teaching aids for your plan.
	Car	ry out your plan. With your counselor, determine whether the person has learned what you intended.

Coı	mmunicat	ion	Scout's Name:
7.	Do ONE	of the follow	wing:
			e editor of a magazine or your local newspaper to express your opinion or share information on any
	b.	Create a w at least thre would be h Web page	message by fax, e-mail, or regular mail.  reb page or blog of special interest to you (for instance, your troop or crew, a hobby, or a sport). Include ee articles or entries and one photograph or illustration and one link to some other Web page or blog that relpful to someone who visits the Web page or blog you have created. It is not necessary to post your or blog to the Internet, but if you decide to do so, you must first share it with your parents and counselor permission.
		Articles:	
		Image:	
		Link:	
	c.		pp publishing to produce a newsletter, brochure, flier, or other printed material for your Scout troop, class or other group. Include at least one article and one photograph or illustration.
		Article:	

Communication	Scout's Name:
Imag	e:
8. Plan a tr	pop or crew court of honor, campfire program, or interfaith worship service.

		lave the patrol leaders' council approve it, then write the script and prepare the program.
	<u></u> ''	iave the patienteaders council approve it, then white the script and prepare the program.
		Eerve as master of ceremonies.
9.	_	out about three career opportunities in the field of communication.
J.	1.	out about times career opportunities in the field of communication.
	2.	
	3.	
	1	ne and explain how to prepare for such a career.
Г		with your counselor what education and training are required, and explain why this profession might interest you.
		ucation
	L⊤	ining
	\/\/h:	y this profession might interest you.
	VVII	y the profession might interest you.
	1	

Requirement resources can be found here:
<a href="http://www.meritbadge.org/wiki/index.php/Communications#Requirement resources">http://www.meritbadge.org/wiki/index.php/Communications#Requirement resources</a>

Communication - Merit Badge Workbook

Communication

Scout's Name:

## Important excerpts from the Guide To Advancement - 2015, No. 33088 (SKU-620573)

#### [1.0.0.0] — Introduction

The current edition of the *Guide to Advancement* is the official source for administering advancement in all Boy Scouts of America programs: Cub Scouting, Boy Scouting, Venturing, and Sea Scouts. It replaces any previous BSA advancement manuals and previous editions of the *Guide to Advancement*.

#### [Page 2, and 5.0.1.4] — Policy on Unauthorized Changes to Advancement Program

No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements. There are limited exceptions relating only to youth members with special needs. For details see section 10, "Advancement for Members With Special Needs".

#### [Page 2] — The "Guide to Safe Scouting" Applies

Policies and procedures outlined in the *Guide to Safe Scouting*, No. 34416, apply to all BSA activities, including those related to advancement and Eagle Scout service projects.

# [7.0.3.1] — The Buddy System and Certifying Completion

A youth member must not meet one-on-one with an adult. Sessions with counselors must take place where others can view the interaction, or the Scout must have a buddy: a friend, parent, guardian, brother, sister, or other relative—or better yet, another Scout working on the same badge—along with him attending the session. If merit badge counseling or instruction includes any Web-based interaction, it must be conducted in accordance with the BSA Social Media Guidelines (<a href="http://www.scouting.org/Marketing/Resources/SocialMedia">http://www.scouting.org/Marketing/Resources/SocialMedia</a>). For example, always copy one or more authorized adults on email messages between counselors and Scouts.

When the Scout meets with the counselor, he should bring any required projects. If these cannot be transported, he should present evidence, such as photographs or adult verification. His unit leader, for example, might state that a satisfactory bridge or tower has been built for the Pioneering merit badge, or that meals were prepared for Cooking. If there are questions that requirements were met, a counselor may confirm with adults involved. Once satisfied, the counselor signs the blue card using the date upon which the Scout completed the requirements, or in the case of partials, initials the individual requirements passed.

Note that from time to time, it may be appropriate for a requirement that has been met for one badge to also count for another. See "Fulfilling More Than One

#### [7.0.3.2] — Group Instruction

Requirement With a Single Activity," 4.2.3.6.

It is acceptable—and sometimes desirable—for merit badges to be taught in group settings. This often occurs at camp and merit badge midways, fairs, clinics, or similar events. Interactive group discussions can support learning. The method can also be attractive to "guest experts" assisting registered and approved counselors. Slide shows, skits, demonstrations, panels, and various other techniques can also be employed, but as any teacher can attest, not everyone will learn all the material

There must be attention to each individual's projects and his fulfillment of *all* requirements. We must know that every Scout —actually and *personally*— completed them. If, for example, a requirement uses words like "show," "demonstrate," or "discuss," then every Scout must do that. It is unacceptable to award badges on the basis of sitting in classrooms *watching* demonstrations, or remaining silent during discussions.

It is sometimes reported that Scouts who have received merit badges through group instructional settings have not fulfilled all the requirements. To offer a quality merit badge program, council and district advancement committees should ensure the following are in place for all group instructional events.

- A culture is established for merit badge group instructional events that partial completions are acceptable expected results.
- A guide or information sheet is distributed in advance of events that promotes the acceptability of partials, explains how merit badges can be finished after
  events, lists merit badge prerequisites, and provides other helpful information that will establish realistic expectations for the number of merit badges that can be
  earned at an event.
- Merit badge counselors are known to be registered and approved.
- Any guest experts or guest speakers, or others assisting who are not registered and approved as merit badge counselors, do not accept the responsibilities of, or behave as, merit badge counselors, either at a group instructional event or at any other time. Their service is temporary, not ongoing.
- Counselors agree to sign off only requirements that Scouts have actually and personally completed.
- Counselors agree not to assume prerequisites have been completed without some level of evidence that the work has been done. Pictures and letters from other merit badge counselors or unit leaders are the best form of prerequisite documentation when the actual work done cannot be brought to the camp or site of the merit badge event.
- There is a mechanism for unit leaders or others to report concerns to a council advancement committee on summer camp merit badge programs, group
  instructional events, and any other merit badge counseling issues—especially in instances where it is believed BSA procedures are not followed. See
  "Reporting Merit Badge Counseling Concerns," 11.1.0.0.
- There must be attention to each individual's projects and his fulfillment of all requirements. We must know that every Scout—actually and personally—completed them.

It is permissible for guest speakers, guest experts, or others who are not merit badge counselors to assist in the counseling process. Those providing such assistance must be under the direction of a registered and approved counselor who is readily available onsite, and provides personal supervision to assure all applicable BSA policies and procedures—including those related to BSA Youth Protection—are in place and followed.

#### [7.0.3.3] — Partial Completions

A Scout need not pass all the requirements of one merit badge with the same counselor. It may be that due to timing or location issues, etc., he must meet with a different counselor to finish the badge. The Application for Merit Badge has a place to record what has been finished—a "partial." In the center section on the reverse of the blue card, the counselor initials for each requirement passed. In the case of a partial completion, the counselor does not retain his or her portion of the card. A subsequent counselor may choose not to accept partial work, but this should be rare. A Scout, if he believes he is being treated unfairly, may work with his unit leader to find another counselor. An example for the use of a signed partial would be to take it to camp as proof of prerequisites. Partials have no expiration except the Scout's 18th birthday. Units, districts, or councils shall not establish other expiration dates for partial merit badges.

## [7.0.4.8] — Unofficial Worksheets and Learning Aids

Worksheets and other materials that may be of assistance in earning merit badges are available from a variety of places including unofficial sources on the Internet and even troop libraries. Use of these aids is permissible as long as the materials can be correlated with the current requirements that Scouts must fulfill. Completing "worksheets" may suffice where a requirement calls for something in writing, but this would not work for a requirement where the Scout must discuss, tell, show, or demonstrate, etc. Note that Scouts shall not be required to use these learning aids in order to complete a merit badge.