YMCA of Honolulu | Youth and Government Hawai'i

Impromptu Communication Toolkit

1. Opening Phrases

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2. Thinking Strategies

- ☐
- ☐
- ☐
- ☐
- ☐

3. Time-Gaining Techniques

- ☐
- ☐
- ☐
- ☐
- ☐

4. Bridging Statements

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5. Ways to Admit Uncertainty Professionally

Scenario	Core Statement

6. Key Taking Points

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7. Closing Statements

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