

Communication

Merit Badge Workbook

Merit badges are earned by doing: reading the pamphlet, practicing the skills, and showing your counselor what you have learned.
This workbook gives you a place to organize your notes and track your progress along the way.
Merit badge counselors may not require the use of this or any similar workbook.
You still must satisfy your counselor that you can demonstrate each skill and have learned the information.
Use the space under each requirement to note what you have done and what you want to talk about, not to write out full answers.
When a requirement says discuss, show, tell, explain, or demonstrate, that is what you must do.
No one may add to or subtract from the official requirements found on scouting.org (Guide to Advancement 7.0.4.8).
Scouting America last updated this badge's requirements page on February 19, 2026.
Requirements change from time to time. Double-check scouting.org before you start.

Scout's name: _____ Unit: _____ Date started: _____

Counselor's name: _____ Phone no.: _____ Email: _____

Links marked "Scouting America resources" are the ones Scouting America shares on its official badge page.
Links marked "ScoutSmarts" open the matching part of Cole's guide. This workbook is unofficial and not endorsed by Scouting America.

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1. Do ONE of the following:

☐ **(a)** For one day, keep a log in which you describe your communication activities. Keep track of the time and different ways you spend communicating, such as talking person-to-person, listening to teachers, listening to the radio or podcasts, watching television, using social media, reading books and other print media, and using any electronic communication device. Discuss with your counselor what your log reveals about the importance of communication in your life. Think of ways to improve your communication skills.

Scouting America resources: Active Listening (video) · Download a Communication Log Template (PDF)
ScoutSmarts: Requirement 1a explained

My one-day communication log

Time	How I communicated (talking, listening, reading, texting, social media...)	How long

What my log shows about communication in my life, and ways I can improve

☐ **(b)** For three days, keep a journal of your listening experiences. Identify one example of each of the following, and discuss with your counselor when you have listened to each: obtain information, be persuaded, appreciate or enjoy something, and understand someone's feelings.

Scouting America resources: Informative Speech (video) · What is Persuation (video)
Want to Add More Joy to Your Life? Here's How (video) · Listening Skills for Conflict Resolution (video)
How to Improve Your Listening Skills (video) · **ScoutSmarts:** Requirement 1b explained

My three-day listening journal

I listened to...	What I listened to and when	What I noticed
obtain information		
be persuaded		
appreciate or enjoy something		
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 each Scout communicates their story. Report what you have learned to your counselor about the differences you observed in effective communication.

Scouting America resources: How to Ask Good Questions (video) · **ScoutSmarts:** Requirement 1c explained

How each Scout told their story

Scout	How they took part in the discussion	How well they told their story

Differences I noticed in effective communication

☐ **(d)** List as many ways as you can think of to communicate with others (face-to-face, by telephone, letter, email, text messages, social media, and so on). For each type of communication, discuss with your counselor an instance when that method might not be appropriate or effective.

Scouting America resources: Communication Skills (video) · Communicating While Scuba Diving (website)
Communicating While Climbing (website) · **ScoutSmarts:** Requirement 1d explained

Ways to communicate

Way to communicate	When it might not be appropriate or effective

Ways to communicate (continued)

Way to communicate	When it might not be appropriate or effective

Requirement 1 completed on _____ counselor initials _____

2. Do ONE of the following:

☐ **(a)** Think of a creative way to describe yourself using, for example, a collage, short story or autobiography, drawing or series of photographs, or a song or skit. Using the aid you created, make a presentation to your counselor about yourself.

Scouting America resources: Using Emojis To Communicate the Scout Law (website) · Writing With Your Audience in Mind (video) How To Use Visual Aids for Public Speaking (video) · **ScoutSmarts:** Requirement 2a explained

What I made _____

What it shows about me (main points of my presentation)

☐ **(b)** Choose a concept, product, or service in which you have great confidence. Build a sales plan based on its good points. Try to persuade the counselor to agree with, use, or buy your concept, product, or service. After your sales talk, discuss with your counselor how persuasive you were.

Scouting America resources: Making a Speech Powerful & Persuasive (video) · **ScoutSmarts:** Requirement 2b explained

My concept, product, or service _____

Its good points: my sales plan

How persuasive I was, and why

Requirement 2 completed on _____ counselor initials _____

3. Write a five-minute speech. Give it at a meeting of a group.

Scouting America resources: Types of Speeches (video) · 3 Steps to Write Your Speech (video)
How to Overcome the Fear of Public Speaking: 3 Tips (video) · **ScoutSmarts:** Requirement 3 explained

Topic | Group and date

Speech outline (opening, main points, closing)

Requirement 3 completed on | counselor initials

4. 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 about the person. Then prepare and deliver to your counselor an introduction of the person as though this person were to be a guest speaker, and include reasons why the audience would want to hear this person speak. Show how you would call to invite this person to speak.

Scouting America resources: How to Introduce Your Guest Speaker (website) · **ScoutSmarts:** Requirement 4 explained

Person I interviewed | Why I chose them

What I learned about them

My introduction (why the audience would want to hear them)

How I would call to invite them

Requirement 4 completed on | counselor initials

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.

Scouting America resources: 3 Note-Taking Methods in 3 Minutes (video) · Note-Taking Assignment Tips (website)
ScoutSmarts: Requirement 5 explained

Meeting _____ Date _____ The issue _____

Points of view I heard

Point of view	Who gave it	Their main reasons

Notes for my objective report

Requirement 5 completed on _____ counselor initials _____

6. With your counselor's approval, develop a plan to teach a skill or inform someone about something. Prepare teaching aids for your plan. Carry out your plan. With your counselor, determine whether the person has learned what you intended.

Scouting America resources: Scouting's Teaching EDGE (video) · **ScoutSmarts:** Requirement 6 explained

Skill or topic I taught _____ Who I taught _____

My teaching plan

Step	What I will do
Explain	
Demonstrate	
Guide	
Enable	

Teaching aids I prepared

Did they learn it? How my counselor and I could tell

Requirement 6 completed on _____ counselor initials _____

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7. Do ONE of the following:

☐ **(a)** Write to the editor of a magazine or your local newspaper to express your opinion or share information on any subject you choose. Send your message by fax, email, or regular mail.

Scouting America resources: Link To Write to the Editors of Scout Life (website) · How To Write a Letter to the Editor (video)
ScoutSmarts: Requirement 7a explained

Magazine or newspaper _____ Subject _____ Sent by and date _____

My main points

☐ **(b)** Create a webpage or blog of special interest to you (for instance, your troop or crew, a hobby, or a sport). Include at least three articles or entries and one photograph or illustration, and one link to some other webpage or blog that would be helpful to someone who visits the webpage or blog you have created. Note: It is not necessary to post your webpage or blog to the internet, but if you decide to do so, you must first share it with your parent or guardian and counselor and get their permission.

Scouting America resources: How to Use Google Sites - Tutorial for Beginners (video)
Build a Website in Canva & Host it for FREE (video) · Get Your Paper Hand-In Ready (website) · How to Proofread Your Blog (video)
ScoutSmarts: Requirement 7b explained

Webpage or blog address _____ Topic _____

☐ Article or entry 1
☐ Article or entry 2
☐ Article or entry 3
☐ One photograph or illustration
☐ One helpful link to another webpage or blog

☐ **(c)** Use desktop publishing to produce a newsletter, brochure, flyer, or other printed material for your troop or crew, class at school, or other group. Include at least one article and one photograph or illustration.

Scouting America resources: Canva Brochure Design Tutorial (video) · How to Make a FLYER in Google Docs (video)
How to Use Lucidpress to Make a Pamphlet or Brochure (video) · **ScoutSmarts:** Requirement 7c explained

What I produced _____ For which group _____

☐ At least one article
☐ At least one photograph or illustration

Requirement 7 completed on _____ counselor initials _____

8. Plan a troop or crew court of honor, campfire program, or an interfaith worship service. Have the patrol leaders' council approve it, then write the script and prepare the program. Serve as master of ceremonies.

Scouting America resources: Troop Program Features (website) · Program Feature: Communication (website)
Troop Courts of Honor (website) · Eagle Courts of Honor (website) · Campfire Planning form (PDF) · Campfire Planning (website)
Interfaith Worship Service (PDF) · **ScoutSmarts:** Requirement 8 explained

Event _____ Date _____

☐ Patrol leaders' council approved the plan
☐ Script written
☐ Program prepared
☐ Served as master of ceremonies

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Program outline

Requirement 8 completed on _____ counselor initials _____

9. Find out about three career opportunities in communication. Pick one and find out the education, training, and experience required for this profession. Discuss this with your counselor, and explain why this profession might interest you.

Scouting America resources: Meet Technical Writers at Google (video) · Public Relations Specialists Careers (video) Broadcast Announcers and Radio Disc Jockeys Careers (video) · News Analysts, Reporters, and Journalists Careers (video) Media and Communication Occupations (website) · **ScoutSmarts:** Requirement 9 explained

Three careers in communication

Career	Education, training, and experience required

The one I picked, and why it interests me

Requirement 9 completed on _____ counselor initials _____

Counselor sign-off

Your counselor signs your blue card or approves the badge in Scoutbook, and your unit records it. This line is for your own records.

Counselor's signature _____ Date completed _____

Official Scouting America resources

Scouting America resources: Communication merit badge page (requirements and resources) Communication merit badge pamphlet (free PDF) · All merit badges · **ScoutSmarts:** Communication Merit Badge Guide, Part 1 Communication Merit Badge Guide, Part 2

Made by Cole at ScoutSmarts.com, an Eagle Scout who loves helping Scouts.
Spot an error or a requirement change? Tell me at scoutsmarts.com/contact.
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