

A Word About Communication

Directions: Match each description in the left-hand column with the correct term from the right-hand column. Write the letter of the term in the space provided. Then follow the directions in *Dispelling Stereotypes*.

Descriptions

- _____ 1. Communicating something difficult without hurting another person's feelings
- _____ 2. Use of gestures and body movements to communicate
- _____ 3. Unfair or biased opinion made without knowledge of the correct facts
- _____ 4. Spoken messages
- _____ 5. Standing up for oneself and one's beliefs in positive, firm ways
- _____ 6. Understanding what someone else is experiencing
- _____ 7. Harmony or understanding between people
- _____ 8. A message sent without speaking
- _____ 9. Belief that an entire group of people are all alike in certain ways
- _____ 10. The process of sending and receiving messages

Terms

- A. Rapport
- B. Stereotype
- C. Verbal communication
- D. Tact
- E. Assertive
- F. Communication
- G. Prejudice
- H. Empathy
- I. Body language
- J. Nonverbal communication

Dispelling Stereotypes

Suppose you hear some negative comments about a new student who is from another country. You avoid saying anything until your friend makes a remark about the new student that you know is a stereotype. How would you respond? On separate paper, write down what you could say to help dispel this stereotype.

How Are Your Communication Skills?

Directions: Rate yourself on how well you communicate with others by placing a check mark in the appropriate column for each skill. When you do not check the first column for a skill, list ways you could improve.

Skill	Always	Most of the Time	Some of the Time	Usually Not	Never	Ways I Could Improve
1. I think before I speak so I do not say something embarrassing or hurtful.						
2. I show interest when others are speaking.						
3. I make eye contact when talking and listening to others.						
4. I let others talk instead of dominating a conversation.						
5. I ask the other person to clarify when I do not understand.						
6. My body language matches what I say.						
7. I avoid gossip, lies, and insults.						
8. I avoid nagging and preaching.						
9. I state my opinions and listen respectfully to others'.						
10. I do not interrupt when others are talking.						
11. I use active listening.						
12. I use cell phones appropriately.						

Respect for All

Directions: Each term in the box refers to individuals or groups of people who deserve respect. Statements that describe respectful actions are listed below. In the blank beside each statement, write the letter that indicates who receives that type of respect. More than one term may apply. Then follow the directions in *Practicing Respect*.

- _____ 1. Treat siblings as equals.
- _____ 2. Play music at lower volumes.
- _____ 3. Eat nutritious foods.
- _____ 4. Pick up litter.
- _____ 5. Comply with curfews.
- _____ 6. Choose friends with similar values.
- _____ 7. Complete assignments on time.
- _____ 8. Recycle household items.
- _____ 9. Avoid self-destructive behavior.
- _____ 10. Listen considerately to teachers.
- _____ 11. Handle library books carefully.
- _____ 12. Clean up after yourself.
- _____ 13. Truthfully say who you are with and what you're doing.
- _____ 14. Keep lawns mowed and gardens neat.
- _____ 15. Refuse to vandalize.
- _____ 16. Take interest in classmates' opinions.
- _____ 17. Develop your skills and abilities.
- _____ 18. Take responsibility for your actions.
- _____ 19. Exercise regularly.
- _____ 20. Keep sidewalks clear.

<p>A. Yourself</p> <p>B. Community</p> <p>C. Home</p> <p>D. School</p> <p>E. Neighborhood</p>
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Practicing Respect

Choose one area in the box above and think about ways you could show respect to that person or group of people. On separate paper, write down five specific ways you can show respect this week. Then put your ideas into action.