Communication is the process of creating and exchanging Meaning through Symbolic interaction. These symbols may be Verbal or Nonverbal Examples of nonverbal communication include: Slap lang. facial expressions, acstures, posture, attire, tore of voice. Making Choices Cortext. is the situation in which communication occurs. It includes the people present, the occasion and the task Appropriateness is what is suitable for a specific situation. A role is a part played in a specific setting or situation. It will vary depending on the context you're in what rots do you play even day? Student, subtangles, enemble? ANOTH is a stated or implied expectation. In other words, it is a guideline of what's appropriate for a given context. School horizo, bendom they are from place to place. A standard is an established level of requirement of excellence. It is important because they are the foundation in which you make your communication decisions. You have the responsibility for establishing your own standards for the situations in which you find yourself. You must consider the following: What is appropriate for your intervence what you want to achieve, and how you want others to perceive you. Ext. serious students, parents kids, dr-patient languar, jung. What is appropriate for the Occasion. The time, place and purpose of an event. What is appropriate for the Occasion. What you're trying to accomplish in your context.	Co	ommunication	Choices	
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Drei	am Team. not talking, commercial
The I	Importance of Communication Skills of determine success on job, in school, in relationships.
Every	y time that youinteract with another human being you are communicating.
You	cannot NOT communicate. way you walk, words, clothing, sit, action, n. Impt. now-even more impt. in future more relationships, more msgs. + comm.
A (Competent communicator is someone who incorporates Knowledge,
71	
factiv	titudes, and skill into his or her communication to communicate ef-
Tectiv	vely and appropriately.
Know	wledge: It is important to have <u>Complete</u> , <u>accurate</u> , and
Y	recent information in order to support ideas and to process the
10	If not take school serrously to lisady, may not realize it now.
using	messages. from others. If don't have know! -> world be taken seriously. g "common sense", voting. Ability to use into effectively.
Attitu	udes: Influence they way you see <u>yourself</u> and other <u>people</u> affects choices you make, Neg. att. about teacher or class-
They	impact others and lieke leave
Empl	Impact others. not listen/learn. loyer attitude can affect others & work Compromise-
They	can be managed and changed Compromise- school Based on experiences, can change environment, ppl assoc. with,
	s: Necessary for making appropriate communication choices. There are two kinds:
-	
1	skills are those needed to do a job , complete a task , or
reach	effectively. Task: to listen, giving clear instructions, effectively using n.
Re	elationship skills are those needed to nurture and maintain
-90	with people. They include the ability to give and receive Suggestions
and _	praise Good relationship skills to have are: Listening
	(Being sensitive to what is proper and appropriate in dealing with others,
	including the ability to speak or act without offending.)
	Ex: holding door open, please and thank you, you're welcome.
	and Vespect (Willingness to show consideration or appreciation.) a student can show the expect to a teacher
	When choosing to say something to someone else he
	When choosing to say something to someone else, by speaking ask yourself: 1s it true?
	1e it true?
	18 it Kind?
	1s it Kind? Is it necessary?
	Should have 2/3 to make a comment.