

Name _____

Intrapersonal Communication

"Whether you think you can or think you can't --you are right." Henry Ford

In order to _____ communicate with others you must first learn to communicate with yourself. Intrapersonal communication is the most basic level of communication. You must understand who you are and what you think of yourself.

_____ is the inner speech that includes the questions and comments you make to yourself. It is a powerful influence. You use it when you:

- _____ things through
- interpret _____
- interpret _____ of others
- respond to your own _____
- respond to your _____ with others

Research has shown that _____ self-talk increases focus, concentration and performance.

Perception Process

The process you use to assign _____ to data about yourself or the world around you is called **perception**. People seldom share precisely the same perceptions because we are _____.

Three Steps Involved in Perception

1. _____ perception - the physical process of taking in data through the senses.
2. _____ perception - mental process of choosing which data or stimuli to focus on from all that are available to you at any given time.

The following can influence your selections:

- _____ the more intense or dramatic the stimulus, the more likely we are to notice it.
- _____ like dripping faucets, ticking clocks, advertising messages etc.
- _____ things that are new, unusual, unexpected & unique are often noticed.
- _____ noticing things that mirror our own interests, needs & motivations.

To manage selective perception you should:

1. _____
2. Make _____ about what is important data.
3. Screen out _____ that may interfere with concentration.
4. _____ the way you select data and improve your weaknesses.

3. _____ perception - your own understanding of reality. It becomes the basis for your judgments and decisions you make. It also determines appropriateness of your communication choices.

Factors that influence personal perception:

- _____ reflect your priorities and what you think is important
- _____ what one believes to be true that often helps you decide what to accept or reject
- _____ family, community, or organizations to which you belong
- _____ consistent attitude, viewpoint or pattern of perception
- _____ preconceived judgment (to pre-judge on opinion rather than facts)
- _____ power influences that can be positive or negative
- _____ basing a judgment on what is expected rather than what actually happened
- _____ what you know influences how you organize & interpret information.
- _____ if lacking in part of the communication process may have difficulty in understanding and being understood.

Analyzing perceptions

Two people in the same room can have completely different perceptions of the same event. Varying perceptions can cause _____ and _____. To overcome this you must continually check your own perceptions and make sure they are accurate.

Perception check - are questions that help you determine the accuracy and validity of your perceptions.

Key - Never _____ that what you perceive as _____ is the actual, _____ truth.

Intrapersonal perception check:

- question your _____ perception
- question your _____ perception
- question your _____ perception

Interpersonal perception check:

- _____ your perception of others messages.
- _____ others' points of view
- Take _____ for your own communication.

Self-Concept is self-perception or the view you have of yourself. It is the person you _____ you are, formed in your _____ and _____. It is influenced by how _____ see you, how you were in your _____, are _____, and would like to be in the future.

It is made of many dimensions:

_____ self - your "core" self; who you really are.

_____ self - who you see yourself to be.

_____ self - who you want to be now or in the future.

_____ self - the self you freely disclose to others or in public situations.

_____ self - the self you do not share with others; who you are in private.

_____ self - who you are in your job or profession.

_____ self - who you are when you interact with other individuals, groups, in society, or in social situations.

_____ self - who you are as a student and a learner; the part of you that acquires and uses knowledge.

_____ self - the part of you that processes feelings.

_____ self - who you are physically; including the concept of your own body, athletic ability, gracefulness and coordination, level of attractiveness, physical health and well-being.

_____ self - the part of you that is creative or artistic.

Factors that influence your self-concept:

- how you _____ that you are seen and treated by others
- your own _____ & the _____ that you set for yourself
- how you _____ yourself to others

Self-concept lays the foundation for your communication with others one to one, in groups, or one-to-group.

Building a positive self-concept

- can give you _____ you need to communicate effectively
- must draw from your _____
- must know where you need to _____
- set goals for _____

_____ - a prediction or expectation of an event that shapes your behavior, making the outcome more likely to occur.

It comes from your own self-concept and the expectations you establish for yourself.

It also comes from what you think others expect of you.

_____ is the deliberate revelation of significant information about yourself that is not readily apparent to others. It can be tricky because it can either be appropriate or inappropriate for a particular time, place or circumstance.

Must know what facts, opinion, or feelings are appropriate to reveal under circumstances.

Consider the purpose of self-disclosure and your communication goals.

The Johari Window is a four part diagram communicators use to identify what they know about themselves and others. It is helpful for analyzing and evaluating the effectiveness of your communication.

