**[60-day assignment] - COM 700-2 Developmental Reading Log**

**Prepare and submit the Developmental Reading Log for this course guided by the instructions in the Learning Contract and the course objectives below:**

**Communication Skills and Assertiveness Course Objectives**

1. To provide opportunity and mechanisms through which students can identify effective and ineffective characteristics of their communication.

2. To offer a rationale for particular communication styles, and guided practice for change, as students consider necessary.

1. (ADDITIVE - Objective #1) - Language barrier is a form of miscommunication, there are times when people have to communicate with each other and do not speak the same language, even with the help of hand signals and other non-verbal communication tactics, language can still play a huge factor in misunderstandings. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
2. (ADDITIVE - Objective #1) - Misinterpretation means that a person may mean one thing, but the receiver interprets it differently. This usually happens when two people who are communicating with each other are not clearly stating their intent with appropriate word choices and/ or actions. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
3. (ADDITIVE - Objective #1) - Poor listening skills can also lead to miscommunication because at times no matter how effectively one person tries to communicate with another person, the message is still not received because the intended receiver does not want to listen, is not fully paying attention to the conversation, or is thinking about what he/ she wants to say next. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
4. (ADDITIVE - Objective #1) - Effective communication can be helpful in all areas of life but will definitely be helpful in managing departments, businesses, and raising awareness. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
5. (ADDITIVE - Objective #1) - Effective verbal communication has some key components such as language, the way of speaking sometimes the language is now understood the way a person says some words will still give people an idea about what the other person is talking about and sound, for example you can tell if a person is angry or happy from the way a person intonates each word. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
6. (ADDITIVE - Objective #1) - Ways to improve your communication skills is to make sure that you speak clearly and audibly, speaking slowly and not jumbled, be observant towards the person to whom you are talking, know the right words to say, and give compliments. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
7. (ADDITIVE - Objective #1) - Some other effective ways of communication can be through listening, reading body language, genuine empathy, confidentiality, charisma and influence and lastly to be able to be corporate and know how to handle difficult persons. <https://books.google.tt/books?id=xYngBQAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIJjAA#v=onepage&q=effective%20communication%20skills&f=true>
8. (ADDITIVE - Objective #1) - To effectively communicate one must be sure to be in control of oneself, make positive changes, strongly influence others and the circumstances and one must find behaviours that help them feel safe, happy and purposeful. <https://books.google.tt/books?id=pTMG85bpR1kC&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEINjAC#v=onepage&q=effective%20communication%20skills&f=true>
9. (ADDITIVE - Objective #1) - Assertive communication can help you establish your right to have your own opinion, space, and life in a way that is respectful to yourself and to the other person. <https://books.google.tt/books?id=pTMG85bpR1kC&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEINjAC#v=onepage&q=effective%20communication%20skills&f=true>
10. (ADDITIVE - Objective #1) - Avoid misunderstandings this allows congruency in your communication with others. <https://books.google.tt/books?id=pTMG85bpR1kC&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEINjAC#v=onepage&q=effective%20communication%20skills&f=true>
11. (ADDITIVE - Objective #1) - Communication is the art and process of creating and sharing ideas and effective communication depends on the richness of those ideas. <https://books.google.tt/books?id=uVOWRbn_zbgC&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIRzAE#v=onepage&q=effective%20communication%20skills&f=true>
12. (ADDITIVE - Objective #1) - Feedback is another form of effective communication, you can use feedback to help determine how successful your communication was and it offers a chance to adjust your communication process for the future. <https://books.google.tt/books?id=uVOWRbn_zbgC&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwjl3bPsgN7oAhXCc98KHR1nDzAQ6AEIRzAE#v=onepage&q=effective%20communication%20skills&f=true>
13. (ADDITIVE - Objective #1) - Listening skills is a major aspect of effective communication that can be done through paying close attention to what they are saying and not being ready to reply to the first thing you hear. <https://books.google.tt/books?id=ZMy9BwAAQBAJ&printsec=frontcover&dq=effective+communication+skills&hl=en&sa=X&ved=0ahUKEwiH1Mqa6N7oAhUvhuAKHQq_D80Q6AEIVTAG#v=onepage&q=effective%20communication%20skills&f=true>
14. (ADDITIVE - Objective #1) - Ineffective communication can bring about feelings of anxiety and regret, feelings of guilt or unfair judgement. <https://books.google.tt/books?id=-Vfxc5TE3u0C&pg=PA236&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjFlI7NnOHoAhUQmuAKHdzmDqk4ChDoAQg-MAM#v=onepage&q=communication%20styles&f=true>
15. (ADDITIVE - Objective #1) - Misunderstandings is another form of ineffective communication if proper communication skills are not done, it decreases levels of trust and may severely affect the therapeutic relationship. <https://books.google.tt/books?id=-Vfxc5TE3u0C&pg=PA236&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjFlI7NnOHoAhUQmuAKHdzmDqk4ChDoAQg-MAM#v=onepage&q=communication%20styles&f=true>
16. (ADDITIVE - Objective #2) - Communication style is the way one verbally, nonverbally, and paraverbally interacts to signal how literal meaning should be taken, interpreted, filtered, or understood. <https://books.google.tt/books?id=xEuYjTd2JRkC&pg=PA62&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjzxYmd6d7oAhUMhOAKHfCODr4Q6AEINTAC#v=onepage&q=communication%20styles&f=true>
17. (ADDITIVE - Objective #2) - According to this source there is the non-directive and directive communication style that is parallel to the attentive/supportive dimension and a dominant/ animated dimension from Norton’s (1978) original inventory. <https://books.google.tt/books?id=xEuYjTd2JRkC&pg=PA62&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjzxYmd6d7oAhUMhOAKHfCODr4Q6AEINTAC#v=onepage&q=communication%20styles&f=true>
18. (ADDITIVE - Objective #2) - There is the Communication Style Profile Test by MnCallister and his conceptualization of communication styles involves three predominant styles which are noble, socratic and reflective. <https://books.google.tt/books?id=xEuYjTd2JRkC&pg=PA62&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjzxYmd6d7oAhUMhOAKHfCODr4Q6AEINTAC#v=onepage&q=communication%20styles&f=true>
19. (ADDITIVE - Objective #2) - Noble communicators speak with confidence and authority, they have the potential to be energetic and to make quick decisions. <https://books.google.tt/books?id=xEuYjTd2JRkC&pg=PA62&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjzxYmd6d7oAhUMhOAKHfCODr4Q6AEINTAC#v=onepage&q=communication%20styles&f=true>
20. (ADDITIVE - Objective #2) - Reflective communicators are concerned with the human feelings in an interaction and they believe that the communication decorum should be polite and conflict-free, they always try to maintain warm, calm and polite and avoid open conflict by withholding negative opinions and often say what the other person wants to hear rather than what they really feel. <https://books.google.tt/books?id=xEuYjTd2JRkC&pg=PA62&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjzxYmd6d7oAhUMhOAKHfCODr4Q6AEINTAC#v=onepage&q=communication%20styles&f=true>
21. (ADDITIVE - Objective #2) - There are assertive communicators, animated communicators, attentive communicators, and accurate communicators. <https://books.google.tt/books?id=0E2KBAAAQBAJ&pg=PT88&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjzxYmd6d7oAhUMhOAKHfCODr4Q6AEIYDAH#v=onepage&q=communication%20styles&f=true>
22. (ADDITIVE - Objective #2) - Styles of communication vary across cultures and families, some cultures expect information to be organised in particular ways with the major points clearly expressed first and being more direct and others seem to avoid the major point initially only reaching it after extensive circular discussion and being indirect. <https://books.google.tt/books?id=-Vfxc5TE3u0C&pg=PA236&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjFlI7NnOHoAhUQmuAKHdzmDqk4ChDoAQg-MAM#v=onepage&q=communication%20styles&f=true>
23. (ADDITIVE - Objective #2) - Another communication style relates to the tolerance of ambiguity and it is higher in people who have a tendency towards an indirect style of communication. <https://books.google.tt/books?id=-Vfxc5TE3u0C&pg=PA236&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjFlI7NnOHoAhUQmuAKHdzmDqk4ChDoAQg-MAM#v=onepage&q=communication%20styles&f=true>
24. (ADDITIVE - Objective #2) - Some cultures, societies and families communicate through implied meaning one person suggests an implied perception of a concept or idea and another then implies similar or alternate perceptions and this communication style is difficult to grasp if it not the style of the culture of the health professional. <https://books.google.tt/books?id=-Vfxc5TE3u0C&pg=PA236&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjFlI7NnOHoAhUQmuAKHdzmDqk4ChDoAQg-MAM#v=onepage&q=communication%20styles&f=true>
25. (ADDITIVE - Objective #2) - A less ambiguous communication style involves explicit statement of points and exploration of points and there is an unconscious agenda and they say exactly what they think, feel and desire. <https://books.google.tt/books?id=-Vfxc5TE3u0C&pg=PA236&dq=communication+styles&hl=en&sa=X&ved=0ahUKEwjFlI7NnOHoAhUQmuAKHdzmDqk4ChDoAQg-MAM#v=onepage&q=communication%20styles&f=true>