

# Unit 5 Key Terms

## Chapter 3

- **Assertive Communication:** Give and receive the message in such a way that it is able to meet the needs of oneself and others.
- **I-message:** Use "I" instead of "you" to indicate responsibility for your own feelings.
- **Non-verbal communication:** Words are not used in this type of communication. Facial expression, head movements, hand and arm gestures, physical appearance, touch, eye contact, and body posture can influence communication.
- **Open-ended questions:** They are questions that allow others to join the conversation and provide detailed information.
- **People first language:** Words chosen very carefully to avoid negative stereotypes and avoid barriers.
- **Platinum rule:** Treat others the way they want you to try.
- **Verbal communication:** Words are used in verbal communication (whether written, spoken, or any other way of expressing words).

## Chapter 4

- **Bias:** When a position is adopted in favor of another person or a cause without objective criteria
- **Cultural awareness:** Develop sensitivity and understanding towards another ethnic group without have them define values as better or worse, right or wrong.
- **Culture:** Behavior patterns, art, beliefs, communications, actions, customs and values.
- **Ethnicity:** Belonging to a common group with shared heritage, followed by race, nationality or language.
- **Race:** A socially defined population that has been derived from distinguished physical characteristics.
- **Stereotype:** Preconceived conceptions about what a group of people is like and how they should behave

## Sound Unit 5 Key

**United States. National Labor  
Relations Board**



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