Purpose: The purpose of this assignment is to provide you with a deeper understanding of your work-related interpersonal relationships and what your everyday conversations do and why they matter. In this assignment you will complete the following:

- Document an everyday conversation that you had with a coworker or classmate.
- Dissect your conversation and explain what is happening using the interpersonal concepts learned in class.
- Reflect on what you have learned from examining your conversation.
- Identify ways in which you will improve your interpersonal communication skills and strengthen your work-related interpersonal relationships.

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<thead>
<tr>
<th>Grade</th>
<th>Grade Received</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>A</td>
<td></td>
<td>90-100% of the Basic and Writing Task Requirements have been met.</td>
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<td>B</td>
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<td>80-89% of the Basic and Writing Task Requirements have been met.</td>
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<td>70-79% of the Basic and Writing Task Requirements have been met.</td>
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<td>60-69% of the Basic and Writing Task Requirements have been met.</td>
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<td>F</td>
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<td>0-59% of the Basic and Writing Task Requirements have been met.</td>
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Basic Requirements

4-5 Pages, Typed, Double-Spaced, 12 Font, 1” Margins, Stapled, Name, Date & Section#.

Grammatically Correct and Few Spelling Errors.

Paper Addresses All Parts of the Writing Task Requirements.

Writing Task Requirements

1. Documentation of your entire conversation both verbal and nonverbal communication. 8
2. Explanation of what happened and why using all of the interpersonal concepts listed. 22
3. Reflection of what you learned and how you will improve based on what you learned. 5

Part 1 - Documentation of your Entire Conversation (including both verbal and nonverbal communication).
To complete Part 1, you will need to write down the entire conversation you had with your coworker/classmate.

Part 1 Requirements (approximately 1-2 pages)

Write down everything they said and include descriptions of their non-verbal behavior. 4
Write down everything you said and include descriptions of your non-verbal behavior. 4

You can do this in a script format like in Chapters 3, 9 and 10 or in story format like Chapters 2, 4, 5, 7 and 8. Refer to your book to see examples of how to write out Part 1.

Part 2 – Explanation of What Happened and Why (using all if the interpersonal concepts listed).
Explain what happened and why using the interpersonal concepts learned in class. Be sure to include all of the interpersonal concepts listed below in your explanation:

Part 2 Requirements (approximately 2-3 pages)

Identify the type of Communication Climate (lecture) and explained the impact it had by providing three examples or Confirming or Disconfirming Messages (lecture). 6
Provide two examples of Regulative Rules and Constitutive Rules (p.103). 4
Provide two examples of Content and Relational Messages (p.31). 4
Explain the impact that Non-Verbal Communication had on this conversation. Provide at least two examples of the non-verbal communication that occurred and the impact that it had. 4
Provide two examples of different Listening Responses (handout) used in this conversation and the impact it had on the Communication Climate and your interpersonal relationship. 4

Part 3 - Reflection of What You Learned and How You Will Improve Based on What You Learned.

Part 3 Requirements (approximately 1-2 pages)

Reflect on what you learned from this assignment and your work-related interpersonal relationship. 3
Explain how you will improve your interpersonal communication skills and strengthen your work-related interpersonal relationships. 2