1. Define self esteem and describe how communication can enhance self-esteem. Why is self-awareness such a critical skill for improving self-esteem?

Self-esteem is the way you feel about yourself in every aspect. From the way you asses your own worth, value, skills and the way you feel you look. I find that when communicating on a professional level and it is understood is when my self-esteem increases the most. When you are able to communicate effectively once makes communication comfortable which then creates confidence. Having the ability to be self-aware helps you identify your gaps when communicating, if its repeating yourself or longer explanation, you are aware. Being self-aware will help you daily create a better version of yourself, and anytime you better yourself you raise your self-esteem.

2. Within the various models of communication described in your text, there are a few standard components (source, receiver, channel, context, and noise). Think about experiences you have had with noise (or interference) in the communication process. Write a unique example of noise for each of the other components in the communication model (sender, receiver, channel, and context). These four examples can be from different real-life communication situations, but they need to be different from the examples in the textbook. Select one of the four examples you provided and indicate how you could reduce or eliminate the noise.

2a. Channel: In my line of work we have a tendency to email most requests for work to be completed with very little explanation, without any follow up. This leads to a lot of things not completed correctly.

2b. Receiver: When having a conversation with a friend about business I tend to think ahead to determine where he is going with it, almost like finishing his sentence.

2c. Sender/Noise: My wife tends to try and speak to me while I am watching a show, I normally don’t catch much about what she is trying to communicate.

2d. Sender/Source: When having a conversation with a friend on the phone, he will continuously play Pokémon, shouting out his catches. Him waiting to play until we were off the phone would have made our communication much easier and on track.

3. Metacommunication management is a three-step process. This includes anticipatory, adaptive, and reflective metacommunication. Which part of the metacommunication (anticipatory, adaptive, or reflective) process do you think you implement best? Which one do you feel you could improve? Give specific examples.

I believe I use all process well, picking just one would be the adaptive process. When I communicate I have a tendency to always provide a basic example so anyone is able to understand, as I am not one that likes to repeat myself. Some may even believe I am an over communicator especially when explaining a process. This leaves me to believe I can improve on the anticipatory process. The reason I feel like this is one I can improve on is because I feel like I can over communicate, taking up additional time. If there was more pre-thought before the communication I may make my point faster.

4. Describe the five characteristics of communication. Of these, which do you believe has the most effect on your anticipatory metacommunication? Why? Give specific examples.

4a. Communication is Inescapable- There isn’t a way to hind communication, it is in everything you do. With a look or the position of your body you are communicating.

4b. Communication is Irreversible: No take backs with this. Once that form of communication is put out there is no turning back. No matter how sorry you are for something you have said there is no changing it, there is only hope for forgiveness.

4c.. Communication is Complicated: There are many forms of communication that makes it complicated. Even just gathering thoughts to communicate some things can be difficult.

4d. Communication Emphasizes content and relationships: Whether it is speaking loud, or slamming your hand on the table it emphasizes the communication from person to person.

4e. Communication is Governed by rules: The basic rules of communication are taught at a young age, when your parents are instilling how to understand authority.

5. DECIDE is the acronym used to remember the six basic steps that you must consider when you make communication decisions. Step 1 of DECIDE is to define the communication goal. Why would it be important, especially in an interpersonal communication situation, to define the communication goal? Use at least three specific key terms from this lesson in your explanation.

It is important to define any communication goals to make it most effective. Next, eliminate all additional noise, this keeping all focus on the discussion that will take place. Just implying this two thing will help with the third, delivery, creating better communication between the sender and receiver.