

## **ASSIGNMENT 5**

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**KG 680:** Graduate Internship Preparation I

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**For this Part I, create a blank Word Doc and:**

1. Make a list of the family members, friends, co-workers and any other contacts with whom you interact the most or with whom you typically spend the majority of your time.
2. Put a "+" next to each person who inspires, encourages or builds you up as a person. Put a "-" beside every person who is toxic - people who complain, spread rumors, act negatively, have a poor attitude, find the bad in people, whine and criticize your dreams and aspirations.
3. If you cannot determine which category to place the person in, put a question mark.
4. Evaluate the list after you think of as many people as possible.
5. Make a commitment to reduce spending time with the people who have a "-" next to their name.

Marjan	+
Sona	+
Fred	+
Ashli	-
Mohammad	+
Arsalan	+
Kevin	?
Rohit	+
Nandita	+
Siroman	+
Tommi	+
Igor	+
Azada	-
Asma	+
Sepid	+
Roberto	-
sajad	+
zahra	+
Maryam	+
Ramesh	+
Mina	-
Nahid	-
Amir reza	-
Amir Naser	-
Hanif	+
Polina	-
Daria	-
Virginia	?

**For Part II, fill in the blanks by matching the vocabulary words to the sentences.**

**Vocabulary Words**

1. Speak
2. Money
3. Profit
4. Misunderstandings
5. Send
6. Receive
7. Rapport
8. Communicate

**Sentences**

You are sending message to others even when you don't Speak.

Employers are in business to make Profit.

This is called making a money.

Poor communication causes misunderstandings with others.

To communicate is to send messages to others.

In order to properly communicate you must also be able to receive messages from others.

If you communicate poorly with coworkers, you may develop bad rapport with them.

Your ability to get and keep a job will strongly depend on your ability to communicate.