

what is difference between assertive and aggressive communication:

- a) Respectful
  - Assertive communication involves expressing your thoughts feelings and needs in a clear direct and respectful.
- a) Confident
  - It is characterized by confidence and self-assurance without being overbearing.
- b) Solution-oriented.
  - this style focuses on finding mutually beneficial solutions and maintaining positive relationship.
- a) Aggressive communication
  - a) Intimidating
    - it can include yelling using a harsh tone, and aggressive body language like pointing fingers or invading personal space.
  - a) Conflict-oriented.
    - Aggressive communication prioritize winning an argument over finding solution which can lead to resentment and damaged relationship.



(2) What is some effective communication.

(1) Expressing your needs.

- I need some time to finish this project. Can we discuss the deadline.

(2) Setting Boundaries.

- I can't late at work day. Let's schedule a time tomorrow to finish this.

(3) Giving Feedback.

- It noticed that the report was submitted late. In the future can we aim to submit it on time.

(4) Saying No

- No I won't be able to attend the meeting. I have another commitment.

(5) Expressing Feelings.

- I feel happy when we collaborate effectively as a team.



what are some example aggressive communications

(1) Blaming and Accusing

- this is all your fault
- you never do anything right

(2) Demanding and commanding

- Do what I say
- it my way or the highway

(3) Disregarding others opinions

- I don't care what you have to say

(4) Insulting and Belittling

- you're so stupid you wouldn't get into matter how I explain it.

(5) Intimidating and threatening

- it get my way no matter what
- if you don't do this you're regret