Week 3 Assignment

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[Institutional Affiliation(s)]

Author Note

Short Answer Paper

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**Answer 1**

Verbal communication between superiors and their subordinates can help to enhance one's job satisfaction. In the section of *Verbal Messages*, Bevan argues that we can alter our verbal communication by delivering positive or prosocial messages to enhance the job satisfaction at our workplace, citing that it is this specific problem that is responsible for increased turnover in an organization. In the case of non-verbal communication, Bevan thinks that higher non-verbal intimacy guarantees job satisfaction while building work relations based on trustworthiness at the same time. This practice often builds a positive work environment as well, which is necessary for one's job satisfaction.

**Answer 2**

1. Rapport means that your interactions with someone are smooth and harmonious.
2. There are four principles when it comes to building rapport. First, convey confidence to your superiors so that they believe that you can excel at your job. Second, always be creative at the tasks that you are assigned, as well as in the conversations that you have with your colleagues. Third, show that you care about the people that you work with. And lastly, always be considerate with the people around you.
3. Exhibiting confidence is necessary at your workplace, as you may get sympathy with your colleagues and superiors but nobody in our organization will view you as an important player within the organization.

**Answer 3**

1. The intention of sharing private and personal aspects of oneself with other people is called self-disclosure.
2. Self-disclosure is necessary for building rapport with your colleagues as well as shaping your positive image within your workplace.
3. Self-disclosure can also lead to one getting rebuffed by the other person. It can also generate a feeling that you have revealed too much of yourself to the other person.
4. The main difference in practicing self-disclosure online is that one can keep one's identity anonymous and keep most of one's information private, while in face-to-face conversations, one does not have such liberty.

# References

Jennifer L. Bevan, K. S. (2014). *Making Connections: Understanding Interpersonal Communications.* Paperback.