

Year 8 Personal Development

Unit 5: Understanding Relationships

What will I learn about?

You will learn about understanding relationships this term. You won't agree with everyone all the time, but as part of the TPA way we disagree at the right time in the right tone of voice. That means learning about communication techniques. You will also learn about marriage, forced marriage and the different options available to a pregnant person.

| Key Words | Meaning |
|---------------------------------|--|
| Assertive communication | Considerate and open communication technique |
| Passive Communication | Too considerate of others, not open about what you want from the situation. Gives in easily. |
| Aggressive communication | Not considerate of others, open about what you want from the situation. Intimidates others |
| Marriage | A culturally and legally recognised union between two people. |
| Forced Marriage | When someone is made to marry. |
| Equal Marriage | Laws around same sex couples being allowed to marry |

7 C'S OF EFFECTIVE COMMUNICATION

We communicate all day long; at home, at work or with friends. Here are a few principles which can be followed at work place while communicating with different types of people such as clients, co-workers, seniors, juniors, etc.



- CLARITY**
Make sure the goal of your message reaches clearly to your audience. Keep your message simple and easy to understand. #1
- CONCISENESS**
Be short and to the point. Avoid repetition and unnecessary words. Include only relevant material. #2
- CONCREteness**
Ensure that all the important details and facts are mentioned, but that nothing deters from the focus of your message. #3
- CORRECTNESS**
Communication should be accurate. There should not be any grammatical/factual/technical or any other errors. #4
- COMPLEteness**
Convey all facts required by the audience. Do not leave any scope for assumptions or vagueness. #5
- CONSIDERATION**
Take the audience into consideration, i.e. the audience's viewpoints, background, level of expertise, etc. #6
- COURTESY**
Approach the audience in a friendly and courteous manner. Avoid the use of passive/aggressive tones while communicating. Be open and honest. #7


