

COM 220 Extra Credit 10 points possible

Guidelines

- ✓ This extra credit will require you to read **one** chapter (chapter must be at least 5 pages) in **two** different books available on books 24/7 and create a bulleted document containing the following information:
 - Book Title
 - Chapter Title
 - Brief effective summary of chapter
 - What chapter and concept does it relate to in class; or how class textbook offers a different piece of advice
 - Proof of relationship between course work and book chapter by
 - Accurately defining concept
 - Applying to chapter
 - Screen shot of the first page of your chapter
 - Example follows (you may not use the book)
- ✓ **5 points per chapter if you follow instructions and apply concept from class accurately**
- ✓ Due no later than 8:00am on May 5 (before exam begins); hard copy only. No excuse accepted
 - Will not accept after I have started the exam
 - If your printer is broken find somewhere to print before class – computer labs open 24 hours by then
 - Will not accept via email

Access - Books 24/7

- ✓ Access to Books 24/7 is through SkillPort (same program you use for your CBT assignment).
- ✓ Method One to Access
 - Click on Books 24/7 at the bottom of the list under Short Cuts (left margin)
 - Click on Click Here for Access to Books 24/7
 - Then use the search box at top of page
- ✓ Method Two to Access
 - At search box type in a search term (i.e. interpersonal relationships, dating, nonverbal)
 - Under Category choose books
 - Click Search

How to Grab a Screen Shot

- ✓ Maximize screen
- ✓ Click Control and Print Screen
- ✓ Go to your document
 - Control V to paste it in document

EXAMPLE

Tammy Bulger
Extra Credit

Book One

- **Saying What's Real: 7 Keys to Authentic Communication and Relationship Success**
- Chapter 3 – I Have Some Feelings To Clear
- I will focus on the section titled, “The Witholds Ritual” and relate it to Chapter 9’s discussion of the Gibbs Categories specifically Evaluation vs Description
 - Evaluative statements are judgmental while descriptive statements focus on the “speaker’s thoughts and feelings instead of judging” (pg 344).
 - When telling your partner what you have been withholding from them you should use descriptive statements rather than evaluative statements.
 - In the example regarding forgetting a birthday when Partner A says ““I felt disappointed that you did not get me a birthday present.”” Partner A is using descriptive language.

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: http://mmlviewer.books24x7.com/book/ld_10895/viewer.asp?bookid=10895&chunkid=0793632394. The page title is "Saying What's Real: 7 Keys to Authentic Communication and Relationship Success". The page content includes a "Table of Contents" button, a search bar, and a "go to:" section with a "books24x7" logo. The main content area displays the title "Chapter 3 - I Have Some Feelings To Clear" by Susan Campbell, published by New World Library in 2005. Below the title is a "Chapter Contents" link and navigation arrows. The "Overview" section begins with the text: "There's something I've been withholding from you. I have some anger to clear so we can get back to feeling good with each other." and "Can we talk about something that's been bothering me? I have some feedback for you that could be hard to hear . . . please know that my intent is not to hurt you but to make our relationship better." The text continues: "Any way you say it, clearing the air needs to happen at some regular interval in all your significant relationships and on a daily basis if you want to be really intimate with a partner. We have all experienced situations where two people relate harmoniously for a while, but then gradually, as more and more conflicts and disappointments are swept under the carpet, a wall begins to grow between them. Knowing how to clear the air using this key phrase helps to break down any wall that may be growing between you and your partner, and enables you to get back

Book Two.....