

Personal Habits

INSTRUCTIONS: Match the terms related to human relations and personality to their definitions by placing the correct letter in the blank at the left.

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| _____ | 1. Attitude | A. A state of mind which reflects an individual's attitude towards his/her job, fellow workers, and employers |
| _____ | 2. Characteristics | B. The combination of personal traits that make one person different from another |
| _____ | 3. Communication | C. Checking with the person with whom you are communicating to make sure the message is understood |
| _____ | 4. Conscientious | D. The ability to see and feel things from another person's point of view |
| _____ | 5. Constructive criticism | E. Being a self-starter; seeing work that needs to be done, and doing it without waiting to be told to do so |
| _____ | 6. Dependable | F. Looking for and finding good |
| _____ | 7. Empathy | G. A sense of knowing what to do or say in order to maintain good relations with others and to avoid offense |
| _____ | 8. Feedback | H. The way a person acts or feels about a situation |
| _____ | 9. Human relations | I. Always trying to do the right thing; doing your work with care in a way you know is right |
| _____ | 10. Improvise | J. Your personal beliefs as to what is good or bad, right or wrong |
| _____ | 11. Initiative | K. Looking for and finding only the worst |
| _____ | 12. Negative attitude | L. Traits, features, or qualities of a person |

Module 3

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Activity 24

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TEAMWORK

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| _____ | 13. | Nonverbal communications | M. | An opinion formed without sufficient knowledge |
| _____ | 14. | Personality | N. | The exchange of an idea or a message which results in a high amount of understanding between the sender and the receiver |
| _____ | 15. | Positive attitude | O. | Refers to the relationships between people |
| _____ | 16. | Prejudice | P. | To make do with what one has |
| _____ | 17. | Self-awareness | Q. | To communicate by body language |
| _____ | 18. | Self-concept | R. | One's truthfulness in all words and deeds |
| _____ | 19. | Tolerance | S. | How well you know yourself |
| _____ | 20. | Values | T. | The ability to endure irritations, habits, or mannerisms that may bother you |
| | | | U. | The support for a cause |
| | | | V. | Statements which include both critical evaluation and suggestions for improvement |
| | | | W. | Reliable and trustworthy |
| | | | X. | How you feel about yourself depending on the situation and by how other people react toward you |