

## class #6

- clip of the day & jokes
- more punctuation
- coursepack: paragraphs, sentences, informative messages
- hilda workshop #1
- group: team charter due 1/29

## clips of the day





restrictive/nonrestrictive

My son Luke plays violin.

My eldest daughter Mary plays flute.

My son Luke plays violin.

My eldest daughter, Mary, plays flute.

My son Luke plays violin.

My eldest daughter (Mary) plays flute.

restrictive = defining, no commas

non restrictive = nondefining, use commas

that and which, pto, p. 2.

No one likes a dog that/which bites.

non-restrictive = non-defining

No one likes a dog, which bites.

No one likes a dog (which bites)

restrictive = defining

No one likes a dog that bites.

Butch's bulldog, which has one white ear, won first in show.

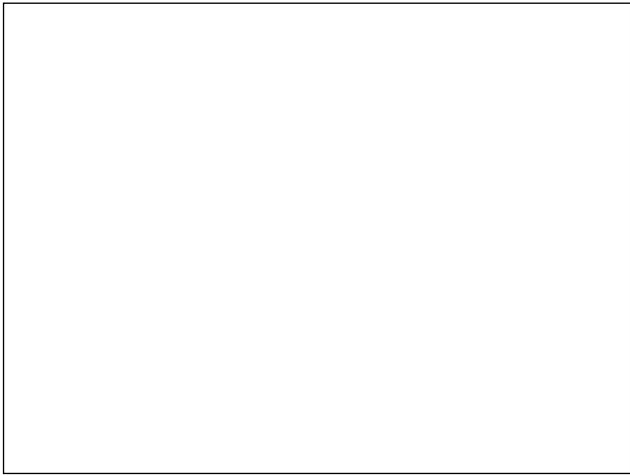
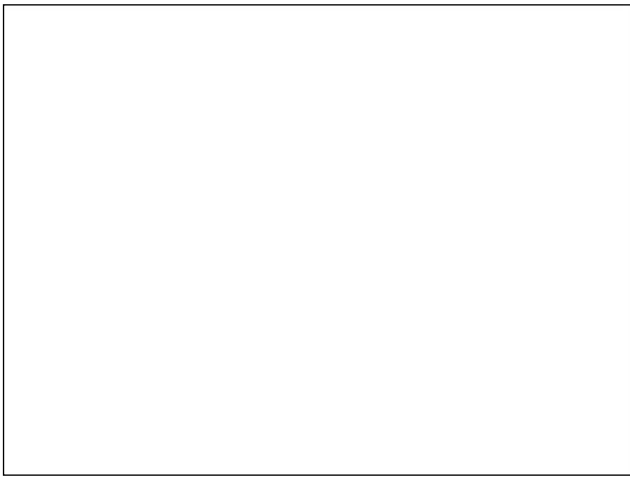
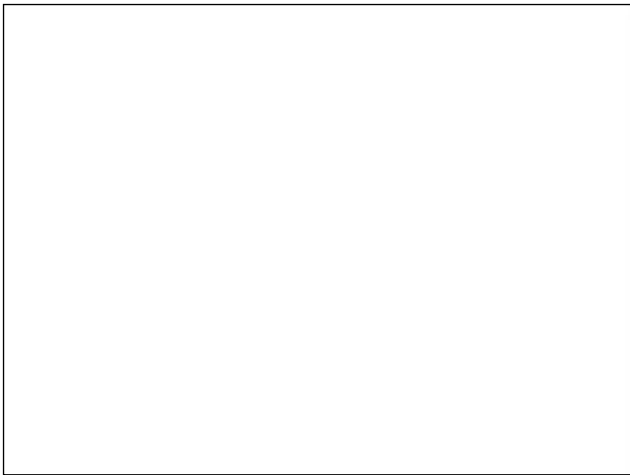
Butch's bulldog that has one white ear won first in show.

## **execution/evaluation**

(coursepak, p. 15)

content, clarity, correctness

paragraphs



**sentences**

yang vs. yin

yang = hot/warm, active, direct, personal,  
obvious, radiating

yin = cool, passive, indirect,  
impersonal, mysterious, seductive



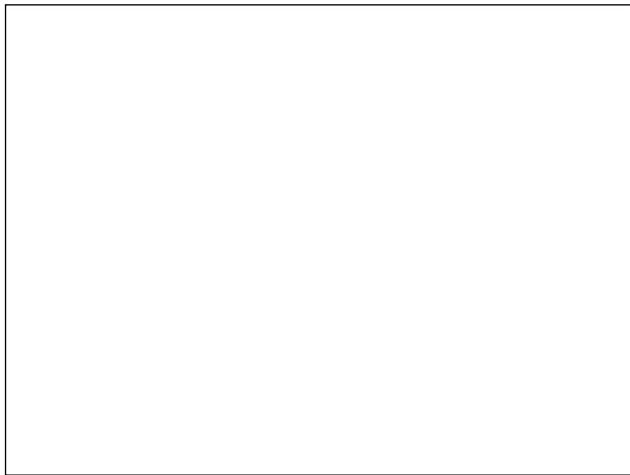
## active voice rules

The financial advantage of leasing this equipment rather than owning it is ten percent after taxes.

state verbs = static sentences

active verbs = dynamic sentences

be being been  
am is are  
was were



We will save 10% after taxes by owning this equipment instead of leasing it.

"to be"

king of the state verbs

hidden verbs

We will perform an investigation of the problem

We will perform an investigation of the problem

We will investigate the problem

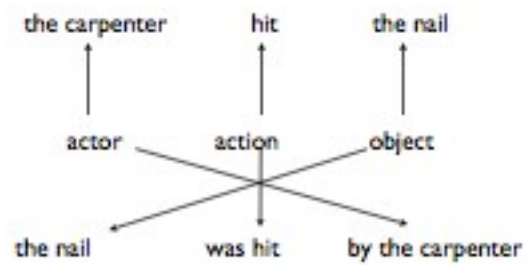
We hope you have a lot of enjoyment during your vacation.

We hope you have a lot of enjoyment during your vacation.

We hope you enjoy your vacation.

We will save 10% after taxes by owning this equipment instead of leasing it.

We will save 10% after taxes if we own this equipment rather than [if we] lease it.



## **informative messages**

coursepack p. 26

## **emotional intelligence**

"EQ is so critical to success that it accounts for 58 percent of performance in all types of jobs. It's the single biggest predictor of performance in the workplace and the strongest driver of leadership and personal excellence."

--Travis Bradberry, *Emotional Intelligence 2.0*

trust  
identity  
efficacy

awareness and regulation

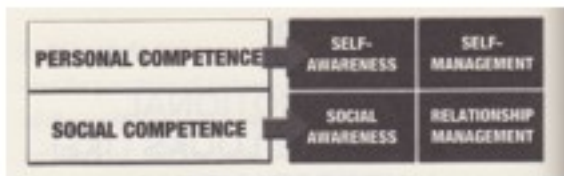
"Emotional intelligence is your ability to recognize and understand emotions in yourself and others, and your ability to use this awareness to manage your behavior and relationships. Emotional intelligence is the 'something' in each of us that is a bit intangible. It affects how we manage behavior, navigate social complexities, and make personal decisions that achieve positive results." --T. Bradberry



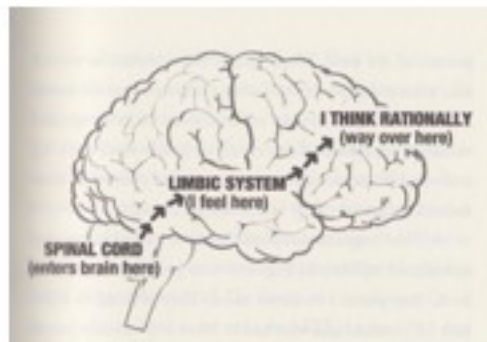
working with and regulating individual emotions

working with and regulating group emotions

(working with emotions outside the group)



(from Emotional Intelligence 2.0)



team charter