09 Communication

Outline for Taking Notes Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Good communication occurs when two important things take place.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of a thought or feeling and the effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of that expressed concept.

2. Developing good communication habits takes some conscious attention, but once they become familiar, can be the secret to:

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. The 8-step model of communication outlines the individual concepts needed to consider in communicating our message to others:

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_you need to be clear about why you're communicating, and what you want to communicate. You also need to be confident that the information you're communicating is useful and accurate.

B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the information that you want to communicate. If your message is too lengthy, disorganized, or contains errors, you can expect the message to be misunderstood and misinterpreted.

C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the process of transferring the information you want to communicate into a form that can be sent and correctly decoded at the other end.

D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the manner in which a message is conveyed, such as with verbal face-to-face meetings, via a third person delivering a message, telephone and videoconferencing; and written letters, emails, memos, text- messages, and reports.

E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_taking the time to read a message carefully, or listen actively to get the message.

F. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_these individuals or audience that enters into the communication process with ideas and feelings that will undoubtedly influence their understanding of your message, and their response.

G. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_verbal and nonverbal reactions to your communicated message.

H. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The situation in which your message is delivered, such as the surrounding environment or culture or situation.

4. The message you send can invite or discourage communication. What is an example of a ‘door opener’?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is an example of a ‘door slammer’?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Avoid expressing only \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feelings. If you need to offer criticism, try to preface it with some type of positive statement.

6. Measure the success of your communication by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you get. Close the communication gap between your intentions and your behavior. There is a general rule: *We measure ourselves by our intentions; others measure us by our behavior.* State intentions clearly and up front; ask for feedback.

7. Avoid using body language that contradicts your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For example smiling when irritated; laughing when worried.

8. When you sincerely try to understand another person's \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ (not necessarily agree with it), then he/she becomes psychologically obligated to try to understand your point of view. Your acknowledgement of what the speaker had to say obligates them to hear what you have to say.

9. Do not communicate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Sometimes we communicate solely for the purpose of getting what we want, when we want it, whether the other person is able to give it or not. Sulking, pouting, threatening, or cajoling (repeated gentle attempts; wheedling) to make the other person feel bad is temporarily effective but has terrible long-term effects on relationships.

10. Do not communicate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Lies, exaggerations, games, and general deceptions cause confusion and pain in relationships. Be honest and forthright; this builds integrity.

11. Do not communicate with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Saying one thing and doing another -- are confusing. A person’s actions are more aligned with the truth than their words. If their words contradict what they're doing, ignore what is being said.

12. Even when speaking face-to-face, only 7% of the message we intend to communicate is in the words we use, no matter how carefully chosen.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ messages such as email or text messaging get interpreted in all kinds of unintended ways – because when we receive it, we apply our own filters and interpret it in our own way. There is no voice reflection. No intonation. One of the ways we interpret information is *very personally*. We read things into messages that may not be there or were not intended because of our personal perspective and biases.

13. Electronic messages should NOT be used for harsh or bad news. Humor, and sarcasm in particular, do not translate well in electronic form. Avoid expressing your emotions in electronic messages. As human beings, \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_communication is still the most effective means for communicating information and building relationships.

14. Communication must involve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. There are two type of listening…

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Listening: Used when no feedback response is intended or needed, such as when listening to the radio or watching television.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Listening: Used to actively provide verbal and nonverbal feedback to the speaker about your understanding of what is being communicated. Active listening skills are necessary to carry on a successful conversation.

15. Good communication skills:

A. \_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Sit up straight or lean forward slightly, showing an active body state… to show your attentiveness through body language.

B. Maintain \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to the degree that you all remain comfortable.

C. Minimize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Turn off the TV. Put down your book or magazine, and ask the speaker and other listeners to do the same.

D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appropriately with verbal and nonverbal responses to show that you understand.

E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ solely on what the speaker is saying. Try not to think about what you are going to say next.

F. Keep an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_. Wait until the speaker is finished before deciding that you disagree. Try not to make assumptions. Avoid formulating your rebuttal while the speaker is still talking.

G. If the speaker is launching a complaint against you, wait until they \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to defend yourself. The speaker will feel as though their point had been made and they won’t feel the need to repeat it, and you'll know the whole argument before you respond. Research shows that we can hear four times faster than we can talk, so we have the ability to sort ideas as they come in…and be ready for more.

H. Unless they specifically ask for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, avoid letting the speaker know how you handled a similar situation. Assume they just need to talk it out.

I. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Ask questions for clarification and then confirm that you have heard and understand by repeating, paraphrasing, or summarizing their point. Start with: "So you're saying…"

J. Practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Occasionally read or listen to difficult-to-understand materials to keep your brain sharp.

K. Avoid unconscious \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to good listening, such as a desire to be right, a fear of another’s influence, self-absorption with our own ideas, or apprehension about our ability to express ourselves lest we take our mind off our own thoughts.

16. There are several types of questions:

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Questions: How, What, Where, When, and Why?

B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Questions: 'What exactly?', or 'How much?', or 'Always?'

C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Questions: 'What's stopping you?' or 'What are you afraid might happen if you. . .?'

D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Questions: 'So you're saying that. . .?‘

E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Questions: ‘What do you mean by that?' 'Could you explain that further?' 'Have you thought of. . . .?' 'What else has happened?' 'And then what happened?'

17. Resolving differences of opinion is called “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”. Introduce information that is not in agreement with what the other person said with a

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This will avoid an argument. It provides support for the person's point of view *without necessarily agreeing with it*, and at the same time, makes them receptive to a different point of view. There are *two parts* to a transition sentence:

A. Statement that supports the current view (without agreeing)

B. Announcement that new information is coming

18. Rules for fair fighting:

A. Make an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a certain time and place and for a certain

issue.

B. Do not argue in front of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

C. No degree of physical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or violence is allowed.

D. Know \_\_\_\_\_\_\_\_\_\_\_ you want, and \_\_\_\_\_\_\_\_\_ you want it. Stick to the issue.

E. Avoid statements that start with “\_\_\_\_\_\_\_\_\_\_”.

F. Don’t bring up past \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

G. Don’t call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or pin on labels.

H. Don’t use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ language or sarcasm.

I. Don’t over-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

J. Don’t take another person’s reaction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

K. Recognize when a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is being offered; allow a person dignity.

L. There should be a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ limit.

M. Remember that what someone \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and what we \_\_\_\_\_\_\_\_\_\_\_\_ may

be different.

19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ communication includes facial expressions, tones of voice, gestures, eye contact, spatial arrangements (where the participants are in relation to each other), patterns of touch, expressive movement, cultural differences, and other "nonverbal" acts. Being *non-verbal* is a channel of communication.

20. Very close \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during communication can be confrontational and create anxiety. Respect ‘personal space’.

21. \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ increases the speaker's credibility, and conveys interest, concern, and warmth. If it is too direct for too long, it can become confrontational or accusing.

22. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are communication tools that can convey what a person is thinking or feeling. (such as a smile)

23. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are also a communication tool. If you fail to use them while speaking, you may be perceived as boring, stiff and unanimated. Head nods indicate that you are listening. They do not mean the same thing in all cultures.

24. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ communicate numerous messages by the way you walk, talk, stand and sit. Standing erect, but not rigid, and leaning slightly forward communicates that you are approachable, receptive and friendly. Interpersonal closeness results when you and the person you’re speaking to face each other. Speaking or listening with your face or gaze turned away communicates dislike, disinterest, or boredom.

25. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ releases stress and tension.

26. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a facet of nonverbal communication that includes such vocal elements as tone, pitch (frequency of a sound wave), rhythm, timbre (quality of sound), loudness, and inflection. These six elements of your voice can be used to avoid the image of dullness and maintain your listeners attention.

27. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be used effectively. People are nervous in silence and try to fill it. You can use this if you are seeking information. You ask the question, you lean back, the person answers, you nod and smile, you keep quiet, and the person continues with more detail, simply to fill your silence.

28. The psychology of non-verbal communication:

A. A man’s Adam’s apple jumps up and down:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. An expression-less face:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Teeth come together in a biting position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Faster-than-normal blinking rate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Lifting the chin, leaning the head backward, and looking down the nose:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. Rotating eyeballs to downward position; bowing head down so eyes face the floor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

G. Hands on hips:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H. Holding head in a side-tilt:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Pressing the lips together firmly:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

J. Puckering the lips:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K. Palm-down gestures with the hand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

L. Palm-up gestures with the hand:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M. Showing the tongue:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

N. Involuntary eye movements to the left or right:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

O.Rubbing lips, holding an arm, massaging a hand, scratching/rubbing/pinching the skin:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P. Squaring your torso to someone you are angry with:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q. Angling your torso to someone you are angry with:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R. Clenched fist:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S. Leaning forward or leaning backward following a meal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T. In a group of people, you keep your body aligned to one person:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U. Folding the arms over the lower chest or upper abdomen with one or both hands in contact with the bicep muscles:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

V. Arms and elbows are pulled in tightly against the torso:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

W. Arms crossed and elevated on a table with elbows projecting outward:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_