South Dakota State University

ECE/HDFS 364: Parent/Child Relations in a Professional Context

Concepts addressed in this review sheet: Principles of effective classroom management and strategies to promote positive relationships, cooperation, and purposeful learning; communicating with parents and caregivers; basic, effective verbal and nonverbal communication techniques; respectful/reciprocal communication

Students should refer to the “Home, School, and Community Relations” textbook which is used within class as well as class notes and discussion notes.

Specifically, students should review:

- Definition and skills of effective communication
- Definition and purpose behind two-way communication vs. one-way communication
- Modes of two-way communication strategies
- Modes of one-way communication strategies
- Key aspects to any message, specifically:
  - Words
  - Body language
  - Vocal characteristics
- Definition, functions, and examples of non-verbal communication
- Definition, functions, and examples of verbal communication
- Poor listening styles
- Definition and purpose of active listening
- Definition and purpose of I-you messages
- Cooley’s Looking-Glass-Self, specifically these three steps:
  - Seeing reflection
  - Interpretation of reflection
  - Feelings of pride or mortification
- Definition of rephrasing messages
- Definition of reframing messages

Helpful Websites Include:

www.tsbvi.edu/Education/vmi/nonverbal.htm

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