

A- complete the sentences

- 1, to be able to deal with different people effectively try to understand their personality.
- 2, people have a different way of looking at things and the way they look at thinks are conditions by that person benefit.
- 3, the way message is conveyed makes the difference between being accepted well or rejected out rightly.
- 4, if you have to say something you must always say it in front of the person to give a chance two defend, his/her case.
- 5, when we are accommodating we are more likely to cement friendships and relationships.

B. Answer the following questions.

Q-1, why is it important to weigh out your word before speaking?

Ans – It is important to weigh out your word before speaking because not to hurt any body's feeling.

Q-2, why is listening to others important?

Ans – because it is a positive quality to listen and consider other peoples point of view. It also required self control and empathy for others.

Q-3 what are some ways to deal with others?

Ans- there are some ways to deal with others.

- 1- Develop emotional sensitivity.
- 2- Listening to others point of view.
- 3- Putting yourself in others shoes if necessary.

Q-4, mention some do's and don'ts of social competence?

Ans- do's of social competence

- 1, have a helping attitude.
- 2, if you are wrong say sorry.
- 3, learn to take criticism.

Don'ts of social competence

- 1, avoid criticizing others.
- 2, don'ts hurt others feeling.
- 3, never insult a person.
- 4, respectful to every one.

Q-5, what does the ability of being able to get along with others reflect of us?

Ans- getting along shows that you are sensitive and respectful and in all likelihood.

