Assignment 1: Body Language and APA citations

This assignment has three parts. Be sure to complete all parts for full points.

Grading rubrics are at the very end of each assignment description. Please look them over since they clarify how each assignment is graded and how to maximize your points.

# Part 1: Practice Citing Your Sources

One important learning outcome for this course is the ability to know when you need to cite sources and how to do so appropriately. I have provided links to NSCC Libraries resources in Brightspace for you and your textbook does a good job of outlining APA formatting and documentation style on pages 413-415.

With that in mind, I’d like you to summarize **page 7** in your textbook – the section titled **“What Employees Want: Professionalism.”** For full credit, you’ll need to do these things in your short summary paragraph:

1. Summarize what professionalism means and include some key tips with an in-text citation to show where your information comes from using APA format.
2. Include at least one direct quote from your book (so use quotation marks) and cite that quote correctly using APA in-text citation (the actual citation will likely look much like the one you used for #1).
3. Include the reference entry for this citation (which will be your textbook). This will be a separate entry from those in-text citations and include more detailed information. Refer to your APA guide provided from our campus librarian.

# Part 2: Summarize Cuddy’s Presentation

Watch this online TED video by Amy Cuddy titled “Your Body Language Shapes Who You Are” at [Amy Cuddy: Your body language may shape who you are | TED Talk](https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are)

* be sure to watch this to the end: near the end she shares a personal story that’s really moving.

Then,

1. Name and *explain* at least three main points that Amy Cuddy makes in her presentation on body language.
2. Add your personal opinion: Do you think this holds true? Has it in your own experience? Explain your answer in a three to five sentences (a short paragraph).

# Part 3: Consider the Effects of Body Language

Now view the following videos online:

* + “What Your Body Language Says.” The Josh Speaks (2013). <https://www.youtube.com/watch?v=oFpxCAaIlFk&feature=player_embedded>

There is a lot of good info crammed into this very short video.

* + “Tone of Voice.” Rapid Refresher Series (2011). <https://www.youtube.com/watch?v=xD7rVRlnrJI>

This will take all of one minute of your time and clarify why tone is so important.

* + “Secrets of Body Language.” History Channel Documentary (2014).

<https://www.dailymotion.com/video/x3oeave>

This one is an hour long, so you are not being asked to watch it fully. However, it’s really fascinating – even just the first 5 minutes – so if you have time you might like to check it out. It’s full of clips of famous people, zooming in on examples of what they are saying just through their body language.

Then, answer the following questions. Be sure to explain your thoughts or include an example so I’m clear on your meaning.

1. What exactly is considered part of nonverbal communication? Name at least four things.
2. What is tone and how can it affect the meaning of your words?
3. Imagine yourself talking to your boss. Name *and explain* at least **three** signs that she is too busy right now to listen fully to what you have to say.
4. Imagine that you had e-mailed a colleague to forward you an important document by close of business yesterday, yet you still don’t have it at 10 a.m. today. You see her in the break room and ask if she saw your e-mail request and had a chance to forward that document. She replies, “No, I never saw that request”, but her body language suggests otherwise (in fact, she seems annoyed with you and may have purposefully delayed). What signs might you picking up on? Name *and explain* at least **three** signs.
5. Finally, you are preparing for a job interview. Name *and explain* **three** ways that you can convey your enthusiasm and interest in this job through your body language.

**GRADING RUBRIC: UNIT 1 ASSIGNMENT—Body Language**

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| --- | --- | --- | --- |
|  | **Description** | **Value** | **Score** |
| **Part 1** | Includes summary of text and in-text citation using APA | **4** |  |
|  | Includes direct quote and in-text citation using APA | **4** |  |
|  | Includes full bibliography for this source using APA | **5** |  |
| **Part 2** | Three main points about Cuddy’s talk made (3) and explained (6) | **9** |  |
|  | Your thoughts on Cuddy explained in a short paragraph | **6** |  |
| **Part 3** | Question 1: Lists four examples of nonverbal communication | **4** |  |
|  | Question 2: Defines tone (2) and how it can affect meaning (2) | **4** |  |
|  | Question 3: Names and explains three signs | **6** |  |
|  | Question 4: Names and explains three signs | **6** |  |
|  | Question 5: Names and explains three signs | **6** |  |
| **Format** | Standard document set up used (one inch margins, standard font size and style).The five questions and the answers under each question are easy to see (possibly through use of headings, a numbered list, bullets, and bold) and paragraphing is used. A line space is added between each question and between each paragraph/chunk to help with readability. | **3** |  |
| **Writing Mechanics** | The mechanics of writing (spelling, grammar, word usage) are correct. Half point deducted for each error. | **3** |  |
| **Total** | **60** |  |