

ESSAY: know in proper order the 7 steps of John Dewey's Reflective Thinking Process.

1. Identify and define the problem.
2. Analyze the problem.
3. Determine criteria for an acceptable solution.
4. Generate possible solutions.
5. Choose the solution that best fits the criteria.
6. Implement the solution.
7. Reassess.

ESSAY: Know Dale Carnegie's "How to Change People without Giving Offense or Arousing Resentment" content from our most recent master session.

1. Begin with praise and honest appreciation.
2. Call attention to other people's mistakes indirectly.
3. Talk about your own mistakes first.
4. Ask questions instead of directly giving orders.
5. Let the other person save face.
6. Praise every improvement.
7. Give them a fine reputation to live up to.
8. Encourage them by making their faults seem easy to correct.
9. Make the other person happy about doing what you suggest.

Know and be able to distinguish the Johari Window.

Created by Joe Luft and Harry Ingham. The four windows consist of:

- The open self
- The hidden self
- The blind self
- The unknown self

Memorization

This method of delivery is preferable when you know that you will be receiving an award or recognition. Also during special occasions such as a wedding toast or a brief commencement address.

