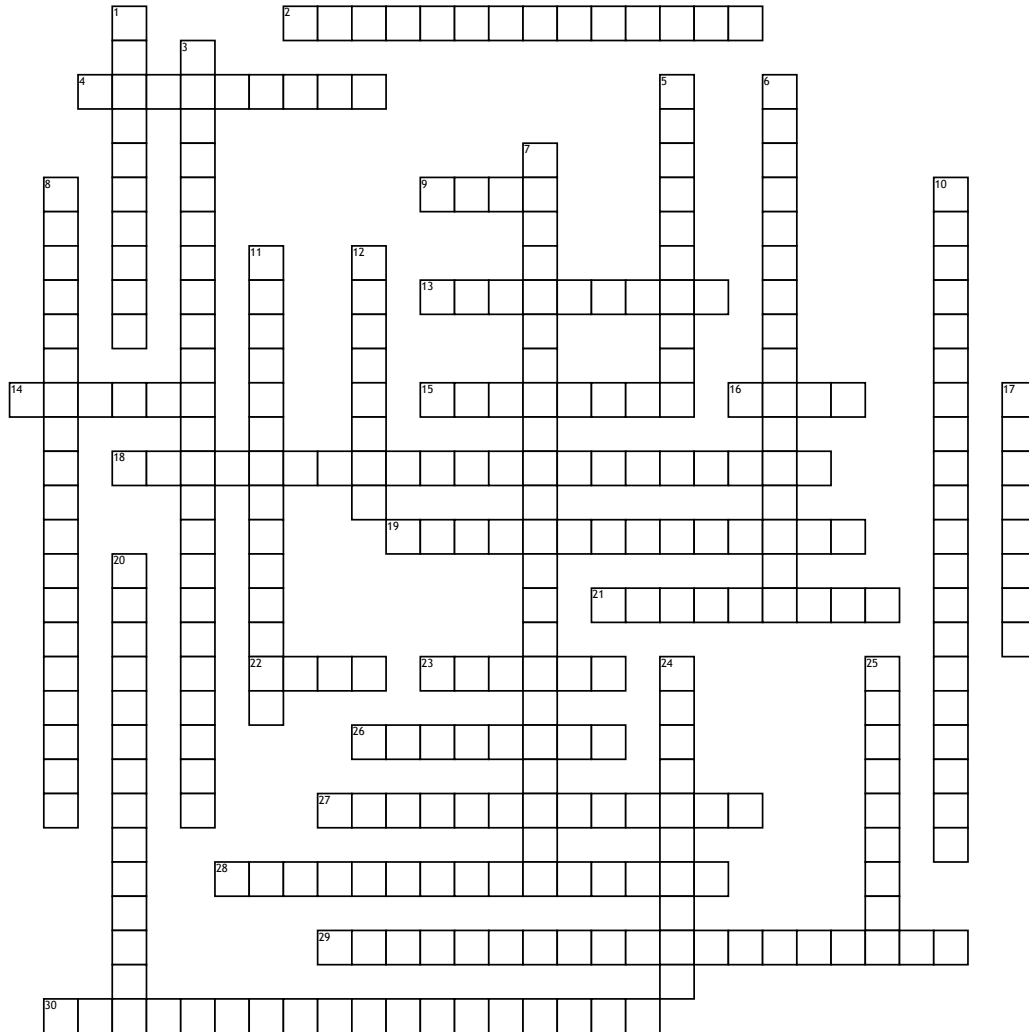


2.00 vocabulary



- Across**
- 2. A group of people from one department or area working together
 - 4. Variety; the positive result of people in different racial, ethnic, and cultural backgrounds working together
 - 9. An informal correspondence written within an organization
 - 13. Following a strict code of conduct or standard of values
 - 14. Communicating with words
 - 15. Not constructive or helpful
 - 16. The ability to say and do things in a way that will not offend another person
 - 18. Criticism that is presented in a way that can help you learn and grow
 - 19. Doing the things necessary to build a better career
 - 21. To act as an intermediary; to work with opposing sides in order to resolve a conflict
 - 22. A group of people who work together to set goals, make decisions, solve problems, and put ideas into action.
 - 23. The principles of conduct that govern a group or society
 - 26. A listener's response that tells a sender that the message is understood
 - 27. Putting up an emotional guard against negative opinion
 - 28. Handling problems and criticism gracefully and maturely
 - 29. A group of people from different departments or areas working together
 - 30. a problem-solving strategy for settling disputes
- Down**
- 1. Doing what needs to be done and doing it without being told
 - 3. Training of oneself; correction or regulation of oneself for improvement
 - 5. An oversimplified and distorted belief about a person or group
 - 6. Any unwelcome behavior of a sexual nature
 - 7. Communicating without the use of words
 - 8. Skills that promote relationships with other people
 - 10. gave the government a strong and legal tool to prevent job discrimination; paved the way for equal employment opportunity
 - 11. willingness to take credit and blame for actions
 - 12. an clash between hostile or opposing elements, ideas, or elements
 - 17. Being on time
 - 20. Unequal treatment based on such factors as race, religion, nationality, gender, age, or physical appearance
 - 24. Inspiring and influencing others
 - 25. Having good manners in your dealing with people

Word Bank

Discrimination	Non-verbal communication	Functional Team	Initiative	Defensiveness
Memo	Stereotype	Feedback	Diversity	Interpersonal Skills
Tact	Verbal	Self-management	Punctual	Professionalism
Accountability	Integrity	Ethics	Etiquette	Team
Mediation	Leadership	Constructive criticism	Conflict	Cross-functional team
Civil rights act of 1964	Self-discipline (control)	Sexual Harassment	Negative	Conflict resolution