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Looking Out, Looking In (13th Edition, color, hardcover)  
About the Author : Ron Adler is professor emeritus at Santa Barbara City College, where he developed programs in interpersonal communication, business and professional communication, and communication theories.

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the process of filtering out what we don't want to hear and focusing on what we do want to hear

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strategy - using manipulation and underhanded tactics to get one's way, ex. "Tom and Judy go out to dinner every week." spontaneity - being honest with others in conversation, ex. "I'd like to go out to dinner more often."

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nonverbal behaviors that control the flow of verbal communication between people, ex. nodding to keep the conversation going, looking toward the door to end the conversation Contradicting nonverbal behaviors that don't match up to the words they're supposed to, ex. yelling "I'm not angry!"

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