



Section One Vocabulary

Match the correct word in column A with the definition in column B, then use in a sample sentence.

Column A	Column B
VOCABULARY	DEFINITION
1. immense (Adj)	A. observe and check the progress or quality of (something) over a period of time; keep under systematic review.
2. Squash (Verb)	B. aware of and responding to one's surroundings; awake.
3. Monitor (Verb)	C. a set of things tied or threaded together on a thin cord.
4. String (Noun)	D. extremely large or great, especially in scale or degree.
5. Conscious (Adj)	E. the quality of being honest and having strong moral principles; moral uprightness.
6. Tackle (Verb)	F. crush or squeeze (something) with force so that it becomes flat, soft, or out of shape.
7. Integrity (Noun)	G. make determined efforts to deal with (a problem or difficult task).

Section Two Reading

ARTICLE A The Importance of Keeping Your Word to Others and Yourself

Source

- There are a number of ways we measure a person's worth or our own worth. Perhaps none other evokes as much emotion as "keeping your word." Words hold **immense** power and emotion for us. In the right/wrong hands, they can start or **squash** a war! They can win the hearts and minds of people to a cause, or send somebody crashing to the depths of despair.
- We use words to describe physical 'things' we can both see and touch. The physical world you now see at one time didn't have labels, but people like you and me began to label these "things" to communicate. Somebody had ideas and thoughts around the "things" and called them by sounds to begin simple language to share... to communicate. Someone thought about a "thing", words were spoken, and eventually items, buildings, cities, etc. were built. Now that's some pretty powerful stuff! And it all came about by the power of words. There are two concepts of the importance of words I want to touch on in this resource. One is "keeping your word to others" and maybe surprisingly "keeping your word to yourself."

THE IMPORTANCE OF KEEPING YOUR WORD TO OTHERS:

- Your words have and hold more power than you think. So, it's important to **monitor** what words you speak, as well as keeping your word because this defines who you are and what people think of you. Words are building blocks of your existence and they reflect the integrity of their creator. Since words hold power, it's both important to speak words that hold positive intentions and always be prepared to keep your word to others, as they're a reflection of your intentions and integrity.
- You're only as good as your word! This may sound philosophical, but it's true. You see, what you tell others through your words is what they'll come to believe about you. If you say you're going to do something, then you'd best follow through as people will judge you not only on what you say, but on what you do. If you accomplish what you say you're going to do, then your words hold power in the future... you gain the trust of others.
- Words, in essence, become a perfect reflection of your character in a positive light. Conversely, if you're constantly saying you're going to do something and not follow through, your words will eventually hold a negative symbolism of your integrity - you never follow through on what you say you're going to do. In other words... you lose the trust of others.
- People won't hold value in what you say because your actions speak louder than your words, or in this case, your lack of action. A friend or colleague who continually lets you down when they promise to do something, or be somewhere, soon loses your trust and respect. Conversely, most of us feel bad if we let somebody down because we realize some trust and respect for us, from that person, has been eroded.





7. When it comes to family, we tend to go the extra mile. For example, if you promise your son or daughter, you'll pick them up at school for 2:30pm, you'll make sure you're on time. The consequences of not being there is too painful and embarrassing to imagine. So, nothing will stand in your way. Likewise, if you promise to visit a friend in hospital and visiting hours finish at 9:00pm then if you value the friendship, you'll find a way of keeping your word whatever crops up that day.
8. Somebody once said "You are your word" and this is true. We measure our respect, or not, for politicians by analyzing if they kept their campaign promises. This is why we don't respect or trust our politicians because most of them follow a road of broken promises. But they're not the first or only to do this – just convenient as an example.

THE IMPORTANCE OF KEEPING YOUR WORD TO YOURSELF:

9. But keeping our word is not only about respecting others – keeping your word to yourself is all about respecting yourself. We need to pay as much attention to keeping promises to ourselves as we do to others. Just as people will judge you based on whether or not you keep your word to others, you also need to keep your word for your own well-being. If you're continually setting intentions for change or resolutions, but do not follow through on them, eventually you'll not believe in your own abilities to achieve your goals and intentions.
10. Basically, when you speak words over yourself (say you are going to make changes, etc.) and always fail to follow through on them, your unconscious mind basically says to itself, "Yeah right! Good luck with that, same ole, same ole!" Unfortunately, most of us have a historical **string** of broken promises to ourselves. I'm going to stop smoking. I'm going to lose weight. I'll go to the gym to get fit. We've all done it so don't feel isolated or full of shame if you see yourself here.
11. The fact is keeping promises to yourself show you respect and consider yourself as important as others. And you are as important as others. It's not about becoming so self-important you abandon all others... it's about balance. If you promise to go on a no sugar diet for the next week – avoid foods with sugar such as candy, bakery goods and carbohydrates such as pasta, pizza, potatoes, and white rice. This is every bit as important as meeting your child at school on time. If your word to yourself is to exercise over the next month by taking a 20-minute brisk walk each day, then keeping this commitment is as vital as visiting your friend in hospital when you said you would.
12. Your **unconscious** mind is what keeps you in the same continual patterns and habits, and if you are continually not following through on your word, then your unconscious mind does not take you seriously and will offer the same old way of following through on your word -doing absolutely nothing! You need to set intentions, 'words' you plan on keeping, or following through on. This not only proves to others you're serious and have integrity with keeping promises, but also for your own self (unconscious mind).
13. Keeping your word to yourself is a habit you can learn. Start simple. Start a daily journal, and write out five tasks you want to achieve each day the night before or in the morning. These tasks don't have to be grandiose or time consuming. Things like walking the dog, calling a friend, and reading a chapter in a book are fine.
14. Keep it simple and achievable. As you complete each activity during the day tick it off. You'll be amazed at how good you feel after number 5 is completed. Next day do the whole thing again. Exercise the muscle of "keeping your word to yourself" every day. And quickly, you'll feel confident to **tackle** life-changing events such as quitting smoking and losing weight because when you promise to do something... you do it – whatever it takes! I've found that those people who keep promises to themselves are more likely to be successful in making major life style changes.

ARTICLE B Why Keeping Your Promise is Good for YOU

Source

1. What was the last promise you made to someone?

- "Yes, honey, I'll take out the trash after dinner."
- "I promise we'll give you a promotion in six months."
- "I'll be there. I promise."





2. If you are like most people, you make commitments to others all the time. Question is - how often do you keep your promise? It is impossible to follow through on every single one you make in life, but how many you break and how you handle it when you do is key to understanding yourself.
3. Just so we are clear, a promise, as defined by Merriam-Webster Dictionary, is: "a declaration that one will do or refrain from doing something specified; or a legally binding declaration that gives the person to whom it is made a right to expect or to claim the performance or forbearance of a specified act."
4. When we don't keep a promise to someone, it communicates to that person that we don't value him or her. We have chosen to put something else ahead of our commitment. Even when we break small promises, others learn that they cannot count on us. Tiny fissures develop in our relationships marked by broken promises.
5. We are not only communicating all of this to others, we are telling ourselves that we don't value our own word. We think it is okay to let someone down, to say something we don't mean, or to fail to follow through on something we said we would do. Not keeping a promise is the same as disrespecting yourself. Ultimately it can harm our self-image, self-esteem, and our life.

If you are making more commitments than you can keep, ask yourself the following questions:

6. What is my motivation behind the promise? Why am I making a particular commitment? What is my intention? Am I doing this for the recipient or for myself? Sometimes we do something purely out of good intentions. Other times it is for what we will receive. We might believe that we need to say "yes" to get what we want or to ensure someone will like us. We tell people what we believe they want to hear so they're happy. Be honest with yourself about why you are committing to something. What are you getting out of the deal? That might clue you in as to whether or not you should make the promise in the first place.
7. Am I being realistic? Life moves at the speed of light and we often have to pick and choose how we spend our time. Consider your schedule, and ask yourself if this is a promise you can keep. It is always better to under-commit and over-deliver than over-promise and fall short.
8. Is it crucial for me to make this promise? There is nothing in life that says you MUST make promises to others. We all can't stand the boss who looks us in the eyes and commits to something she can't or won't deliver. Don't be that person! If you don't know if you can come through or not, it is fine to simply set appropriate expectations. Tell your neighbor that you would love to help plan the block party but are unsure if you can do it because of your busy schedule, and that you will let her know next week. People respect honesty even when faced with an answer that might not be exactly what they want to hear.
9. When I break a promise, do I handle it well? When we unexpectedly get the holiday shift at work, do we let our family know as soon as we can that we won't be able to make it for Thanksgiving? When a significant event arises that prevents us from meeting a friend as promised, do we give that friend a heads-up early enough so that she can make other plans? Most people are reasonable when it comes to a change of plans, as long as we have an explanation and are kind about it.