

Sharyland ISD Study Guide

Speech



Student Name: _____

Student ID: _____

Review

1. _____ Area contains information that others know about you and things that you know about yourself.
2. “Safe Topics” are _____.
3. _____ is known as your Basic Need.
4. _____ is one of the best methods we have for solving problems.
5. _____ are movement of the arms, hands, and fingers.
6. Listening to upcoming school or social events, listening to directions is known as _____?
7. A returned message or understanding. _____
8. Inner feelings or a thought that prevent you from listening to the message is _____?
9. You try to understand what your friend is going through; put yourself in his/her shoes is known as _____?
10. A _____ is a more formal discussion that presents opposing points of view. Invited experts deliver short speeches on a particular subject.
11. Ultimate level of disclosure which is seldom reached this is _____.
12. How you want to say a certain idea and stating an idea so your audience understands is _____.
13. Listening is a process that _____ and _____.

14. Movements of the eyes, eyebrows, and mouth expresses feeling and emotion are _____.

15. _____ is when you take full advantage of his or her talents and abilities. This is never ending because once one goal is fulfilled you can create another goal.

16. The _____ Area contains information that is unknown to both you and unknown to others

17. If your group just cannot seem to agree on key points, and yet the group must arrive to a decision you must take a _____. The option that receives a majority (more than half) of the _____ wins.

18. The highness or lowness of a voice is _____.

19. You spend _____% of your communication time listening.

20. Ideas and feelings that make up the content of communication. _____

21. Sound waves hitting your eardrum is known as _____?

22. The person who sends the message. _____

23. A _____ is arrived when the group's decision is worded in such a way that the entire group can agree on.

24. _____ Area contains information that you know about yourself, but others don't know about you.

25. Status, Recognition, and Attention is known as _____.

26. Where the message of communication is taking place (classroom, football game, home) _____

27. _____ is when you first establish communication.

28. _____ Area contains information that other people know about you, but you don't know this about yourself.
29. _____ is a relatively informal discussion that takes place before an audience.
30. You must _____ a message by understanding what the sender is trying to say by giving feedback.
31. _____ Listening is when you listen for fun and enjoyment.
32. When you reach level _____ now you can share more personal topics. Example: Fears, secrets, attitudes about a topic. You need to trust to share these feelings.
33. _____ is when the option that receives a majority (more than half) of the vote wins.
34. When you physically can not hear or understand the other person this is _____?
35. Asking someone their name, hometown and age is non threatening information this is _____.
36. _____ is how fast or slow a person talks.
37. How the message is being sent (phone, TV, e-mail) _____
38. Over _____% of your communication is nonverbal.
39. People want to feel as though they have someone to count on, especially when going through tough times this is your _____.
40. A _____ is when panel members invite questions and comments from the audience. The leader will direct the questions to specific panel members or to the panel as a whole.
41. _____ is the need for self preservation and concerned about long term survival.

42. The person who receives the message. _____
43. A _____ occurs when the group leader dictates the group's decision.
44. _____ Listen is when you want to evaluate and analyze the message so that you can either accept or reject it, make a decision, or take action.
45. When you _____ you are making sure that every syllable of a word is pronounced correctly.
46. The loudness or softness of a voice is _____.
47. Sending and receiving messages without the use of words is _____.
48. A _____ leader has responsibilities that are shared by all members of the group.
49. A _____ leader has responsibilities given to one leader.
50. This type of leader suggests procedures, asks other members for ideas. _____