

Review: Communicating

Name _____

Date _____



Answer each of the following questions.

1. What are the four parts of any communication situation?

2. Organize the following from least to most formal.

- | | | |
|------------------|-------------------|----------------|
| a. report | c. business email | e. texting |
| b. friendly talk | d. personal email | f. class notes |

3. Choose the better option for introducing yourself to a new teacher.

- a. "Hey, you teach science? Cool. I'm into it."
b. "Hi, Mrs. Willis. I'm Jared. I look forward to your science class."

4. Choose the better option for critiquing a group project.

- a. "Maybe we could make the backgrounds look a little more realistic."
b. "Who drew those terrible-looking backgrounds?"

5. List two or more strategies for overcoming stage fright.

6. List the steps of the writing process.

7. List two or more online communication options.
