

Review: Communicating

Name _____

Date _____



Answer each of the following questions.

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

purpose, topic, audience, form

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

friendly talk, texting, personal email, class notes, business email, report

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.

(Answers will vary.) Choose a topic that interests you, practice, look and feel ready to speak, start out strong, and focus on your speech.

6. List the steps of the writing process.

Prewriting, writing, revising, editing, publishing

7. List two or more online communication options.

(Answers will vary.) Blogs, comic-book software, fan-fiction sites, music-mixing programs, online word processors, photo-sharing sites, podcasting sites, slideshow software, social-networking sites, video-editing software, wikis