

# Review: Communicating

Name \_\_\_\_\_

Date \_\_\_\_\_

**Your Turn** Answer the following questions.

1. Define the following components of a communication situation.

- Sender: \_\_\_\_\_
- Medium: \_\_\_\_\_
- Context: \_\_\_\_\_

2. If you are listening at the analytical level, what types of responses might you make? (Name two.)

\_\_\_\_\_

\_\_\_\_\_

3. What are the main characteristics of semiformal and formal communication situations?

- Semiformal: \_\_\_\_\_
- Formal: \_\_\_\_\_

4. When speaking in a group, why should you start sentences with “I” instead of “You”?

\_\_\_\_\_

\_\_\_\_\_

5. As a speaker, how can you engage a large audience?

\_\_\_\_\_

\_\_\_\_\_

6. When dealing with stage fright, what does it mean to “get into a wholesome mental space”?

\_\_\_\_\_

\_\_\_\_\_

7. Define *inflection*.

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\_\_\_\_\_

**Reflect:** What two things can you do to improve your listening skills? What two things can you do to improve your speaking skills in a small-group discussion?

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