

Review: Communicating

Name _____

Date _____

Your Turn

Answer each of the following questions.

1. Reorder these types of communication, from casual to formal.

interviews _____

texting _____

essay/reports _____

project presentations _____

class notes _____

friendly talk _____

2. What does it mean to use tact in a group discussion? _____

3. What is an entertainment speech? _____

4. How can a speaker overcome stage fright? (Name at least three tips.)

5. How are speakers and listeners like pilots and copilots? _____

6. What are the steps in the writing process? (List them in order.)

Reflect:

List the two most helpful things you learned about speaking from this chapter.

List the two most helpful things you learned about writing from this chapter.
