

# Review: Communicating

Name \_\_\_\_\_

Date \_\_\_\_\_

## Your Turn

Answer each of the following questions.

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

interviews	<u>friendly talk</u>
texting	<u>texting</u>
essay/reports	<u>class notes</u>
project presentations	<u>interviews</u>
class notes	<u>essays/reports</u>
friendly talk	<u>project presentations</u>

2. What does it mean to use tact in a group discussion? \_\_\_\_\_  
**Using tact means “responding with understanding and care.”**
3. What is an entertainment speech? **An entertainment speech engages the audience with a personal story, a reading, a monologue, and so on.**
4. How can a speaker overcome stage fright? (Name at least three tips.)  
**Know your topic. Practice often. Feel ready to speak. Get through the first part.**  
**Focus on your message.**
5. How are speakers and listeners like pilots and copilots? \_\_\_\_\_  
**A speaker is the pilot because he or she controls the speed and directions of the words.**  
**The copilot, or listener, must follow along, ready to take the controls.**
6. What are the steps in the writing process? (List them in order.)  
**prewriting, writing, revising, editing, publishing**

## Reflect:

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

**Answers will vary.**

\_\_\_\_\_

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

**Answers will vary.**

\_\_\_\_\_