

INTRODUCTION TO SPEECH COMMUNICATION – SPC 2017

STUDY GUIDE TEST I

INSTRUCTOR: PECK

Be sure to check all lecture notes...remember, test #1 is based on in class lectures in addition to your chapters. If you were not in class any day, be sure to get the notes from a classmate. If you use this study guide, answer all of the questions, along with reviewing your notes and chapters, you will pass your test. Your test will comprise of: multiple choice, matching, and short answer questions. Keep in mind, the questions below may be asked in a different manner in your test. These are the subject areas in which you will be tested:

1. Distinguish between: intrapersonal, interpersonal, small group, public, and mass communication.
2. Be able to identify and diagram the Transactional Model of Communication.
3. Know the eight basic components of communication and the function of each. (The components are in the model of communication – review the handout.) What is significant about this model?
4. What are the four functions (needs) of communication?
5. What are the five common misconceptions of communication?
6. Define: Perception
7. Name the six common perceptual errors.
8. Define: Perceptual Sets.
9. Define: Self Concept. Define: Self Image
10. In what three ways is your self concept formed? Give an example of each.
11. What is the Johari Window? Name and explain the four areas of the window.
12. Define: Self Disclosure. Name and briefly define the seven reasons for self-disclosure.
12. Define: Culture. Define: Co-Culture & name the types of co-cultures.
13. What are the cultural values and norms that shape communication?
14. Distinguish between denotative and connotative meaning.
15. What are the four characteristics of language?
16. Define Confirming messages and Disconfirming messages. Briefly explain the differences.
17. What problems does language use present?
18. What are the ways to use language well (what did we review in class- be brief)?
19. What is the relationship between listening and hearing?
20. Based on your notes, what are the three stages of listening?
21. Name the seven faulty listening behaviors. Be able to explain each.
22. What are the reasons why we fall into the faulty listening behaviors?
23. Define nonverbal communication.
24. What are the functions of nonverbal communication?
25. What are some ways in which nonverbal communication works together with verbal communication? (Think of daily comm and public speaking).
26. Name the types of nonverbal communication. Give a brief example of each.
27. Explain in what way using your voice can be considered nonverbal communication.
28. Define: Interpersonal Communication. Define: Interpersonal Relationships
29. What are the four types of interpersonal relationships?
30. Name the main needs for interpersonal relationships.
31. Diagram and label Knapp's Stages of Relational Development.
32. What are the three "areas" of Knapp's Stages. Explain the three areas.
33. Define: Conflict
34. What are the four methods of conflict resolution? Which is the best and why?
35. Who is your favorite communications teacher? :-)

GOOD LUCK!!

***Please note...this test is not about regurgitating information word-for-word. It is about recognizing information, understanding it, and having the ability to state the correct answers in your own words. Do your best, and do not try to memorize a bunch of information...you will give yourself message overload! Relax, study, and you will do well!*

Study Guide For Test For Communication Officer

William G. Doerner, Charles W. Rushing



Study Guide For Test For Communication Officer:

Study Guide for the Florida Corrections Officer Certification Exam William G. Doerner, Charles W.

Rushing, 2003-01-15 Hundreds of practice questions modeled after those on the actual exams Concise tips on exam registration testing procedure and reading exam results Test taking hints and strategies Detailed information on seeking employment after passing the exam A must have for anyone thinking about taking these exams TSA Officer Exam Prep Charlie Bernard, Are you ready to embark on a rewarding career with the TSA Whether you re interested in becoming a TSA officer advancing to leadership roles or simply looking to improve your chances of success this comprehensive guide provides all the essential information you need to excel in your TSA career path From mastering the TSA exam to understanding the physical and medical requirements this guide covers every step of the journey It offers practical tips on test preparation advanced strategies for excelling in the TSA exam as well as insights into the training certification and development opportunities that can help you rise through the ranks Packed with valuable advice on time management overcoming test anxiety and improving your fitness and medical standards this book equips you with the tools to succeed You ll also learn about the latest TSA technologies standard operating procedures and career advancement tips to help you secure long term success in the agency Whether you re just starting out or looking to take your TSA career to the next level this guide is your ultimate resource for navigating the challenges and opportunities that lie ahead *NYC Police Communications Technician Study Guide* Lewis Morris, 2017-03-10 Learn the secret to success on the NYC Police Communications Technician Exam Learn how to pass the NYPC Police Communications Technician Exam and become a police dispatcher The NYC Police Communications Technician Study Guide includes practice questions and instruction on how to tackle the specific subject areas on the New York City Communications Technician Exam Network4Learning has found the most up to date information to help you succeed on the NYC Police Dispatcher Exam The NYC Police Communications Technician Study Guide helps you prepare for the NYC Test by reviewing only the material found on the actual NYC Police Dispatcher Exam By cutting through anything unnecessary and avoiding generic chapters on material not tested our NYC Police Communications Technician Study Guide makes efficient use of your time Our authors are experienced teachers who are constantly taking civil service exams and researching current methods in assessment This research and experience allow us to create guides that are current and reflect the actual exam questions on the NYC Exam beautifully This NYC Police Communications Technician Study Guide includes sections on Insider information about the NYC Exam An overview of the NYC Test How to Overcome Test Anxiety Test Preparation Strategies Exam Subareas and Practice Questions Deductive Reasoning Reading Comprehension Memory Information Ordering Inductive Reasoning NYC exam specific glossary Our mission at Network4Learning is to provide the most current and useful information We tirelessly research and write about exams providing you with the most useful review material available for the NYC Exam Best of luck and success on the 2017 New

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ServSafe Manager Study Guide Jake Nolan, 2024-12-04 Are you confident that your food safety knowledge is up to industry standards In the fast paced world of foodservice ensuring that food is safe for consumption is not only a legal requirement but also a key factor in building trust with your customers If you re a food manager or aspiring to become one understanding the complexities of food safety from preventing foodborne illnesses to ensuring compliance with regulations is essential to maintaining a safe and successful operation Food safety is more than just a set of rules it s a critical practice that directly impacts public health your business reputation and customer satisfaction A comprehensive understanding of foodborne pathogens allergens and proper hygiene practices is essential for any manager in the foodservice industry Whether you manage a restaurant catering service or food processing facility mastering food safety protocols can make the difference between success and costly errors This study guide is designed to help you prepare for the ServSafe Manager exam an essential certification for anyone in charge of food safety management The guide covers all key areas including the prevention of foodborne illnesses personal hygiene temperature control food storage allergen management and cleaning procedures You ll learn how to prevent contamination recognize hazardous situations and comply with health regulations all while ensuring your team follows best practices for handling food safely Understanding time and temperature control the importance of proper cooking and storage methods and maintaining a clean safe kitchen environment are just some of the critical topics that are thoroughly explained The guide provides practical tips and solutions that you can implement immediately ensuring you not only pass the exam but also excel in your day to day operations For foodservice managers the

responsibility to maintain food safety is paramount By mastering the concepts outlined in this study guide you ll gain the skills and confidence to lead your team effectively pass the ServSafe Manager exam and continue providing a safe dining experience for your customers Whether you re just starting out or looking to refresh your knowledge this resource will help you meet the highest standards of food safety ultimately contributing to the success and growth of your business Invest in your future today start your journey toward mastering food safety and becoming a certified manager who leads with confidence and expertise

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reports step by step writing exercises and tips for clarity organization and accuracy By practicing these skills you will learn to produce professional factual and well structured reports the type that is expected on the job Beyond subject specific content this study guide emphasizes proven test taking strategies time management and stress reduction techniques You will discover how to pace yourself during the exam focus on key details and approach questions logically and strategically Whether you are a first time test taker or preparing to retake the NPOST these tools will help you build confidence reduce anxiety and maximize your score potential Written in an easy to follow format this guide is ideal for anyone seeking to enter law enforcement in states and agencies that use the NPOST including recruits aiming for local state or federal positions With practical examples practice exercises and expert guidance this book is your complete companion to mastering the NPOST Prepare thoroughly practice consistently and approach the test with confidence your career as a police officer starts here

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