1. According to the professor, the most current definition of communication could be described as

a. The process of acting on information.

b. The transactional process of sending and receiving messages.

c. The process of understanding and sharing meaning.

d. Both b and c.

2. The study of communication is a fairly recent event, beginning during the Renaissance period when scholars studied oratory in political speeches: T or F

3. According to the textbook author, the definition of communication is "the process of sending and receiving messages." T or F

4. Types of noise in a communication system might include:

a. Physical in the environment.

b. Psychological in the participants.

c. Physical in the participants.

d. All of the above.

e. A and b only.

5. Communication as transaction means

a. Messages are sent to another person, the receiver, who then sends messages back.

b. Decoding meaning is a process of give and take between communication partners.

c. Messages are sent and received simultaneously.

d. Meaning is sent to another like a ping-pong game.

6. Diagram and label the I-A-E human communication model that Dr. Fox provided in class (include no less than 5 components).

7. Diagram and label the three paradigms/views of communication as explained by Dr. Fox in class. (reproduce them as illustrations/models)

8. Credibility is easily remembered as 3Cs of competence, character and charisma. T or F.

9. According to Dr. Fox, the process of communication, be it public speaking or interpersonal communication, can be best visualized as

a. dynamic circle

b. two-way street

c. three transactional elements of intent, action, and effect

d. top-down cone

10. Communication context in public speaking refers to

a. a set of circumstances

b. a place

c. both a and b.

d. neither a nor b.

11. \_\_\_\_\_\_\_\_ is any interference in the encoding and decoding processes that reduces the clarity of the message.

a. filter

b. noise

c. decoding

d. friction

12. The process of placing people and things into convenient categories rather than perceiving them based on their individual characteristics is \_\_\_\_\_\_\_\_\_\_\_\_.

a. selective retention

b. passive constancy

c. stereotyping

d. co-cultural criticism

13. Dr. Fox identified encoding and decoding processes in the human communication model. What are they?

14. Describe three types of "noise." (short essay)

Section Two: Principles of Public Speaking

15. Why would knowing the demographics of an audience be helpful in preparing a presentation? (short essay)

16. Why would knowing physically where a presentation was to take place be important? (short essay)

17. Identify at least two disadvantages to a presenter when they read extensively from their notes. (short essay)

18. What is the importance of using visual aids in an oral presentation?

19. Identify and describe 3 principles of visual aid design.

20. NA

21. NA

22. What does "AAA gave me some KASH and I bought some CODS" refer to? (short essay)

23. Why is audience analysis and audience adaptation so important? (short essay)

24. Identify three elements of speech Delivery, and explain what behavior you would see in a good speaker (for each of those previously identified elements). (Long essay)

25. Describe the reason of a Purpose Statement (i.e., why have one?). (short essay)

26. Repair/improve this purpose statement: "To give the audience an idea about buying antiques."

27. Provide one example of a purpose statement for a Speech to Inform.

28. Provide one example of a purpose statement for a Speech to Persuade.

29. Provide one example of a purpose statement for a Speech to Entertain.

30. According to the textbook author, the thing that scares most people about pubic speaking is the fear of:

a. Making a mistake

b. Being made fun of

c. Losing track of where they are in the speech

d. Mentally blanking-out while in front of the audience

31. "Giving yourself permission," according to Fujishin, means:

32. What are the three ways (or areas) in which people stress-out when giving speeches:

33. Identify at least three ways in which public speaking is different from everyday conversation.

34. What does "getting rid of the butterflies" refer to?

35. What does "making the butterflies fly in formation" refer to?

36. (short essay) What is the relationship between the concept of (1) a "safe zone," (2) the proverb, "A ship in a harbor is safe, but that’s not what ships were built for," and (3) the challenge of public speaking?

37. NA

38. Identify three types of speaking purposes:

39. If your specific purpose for an informative speech is "to educate the audience of entering students about the three areas on MPC’s campus where students do most of their socializing," describe what the main points of the speech might be.

40. What is so important about knowing about audience knowledge on a topic before you even develop the speech? (short essay)

41. What is the essence of the brainstorming activity prior to topic selection (consider the essential "rules" or principles of that strategy)? (short essay)

42. What three essential principles of public speaking does the author highlight when he discusses Giving Your First Speech?

43. According to the textbook author, what are the four basic public speaking methods (remember that Dr. Fox didn’t consider one of them a different method, per se… hint: it was the one that simply demanded little-to-no time for preparation.)?

44. What is a definition, as compared with examples or illustrations? (short essay)

45. Are comparisons and explanations the same thing? If not, why not? (short essay)

46. What is expert testimony?

47. Why would expert testimony be important to include in a speech? (short essay)

48. Identify two potential hazards of getting information from the internet to support your topic.

49. What is the three-step evidence citation form advocated by the textbook author?

50. Identify at least four different organizational patterns for a speech:

51. Identify at least one difference between comparing advantages and disadvantages and identifying problems and solutions?

52. What key elements should be in the Introduction of a speech?

53. What key elements should be in the Conclusion of a speech?

54. Identify what the textbook author says are the three main characteristics of good delivery.

55. Identify at least four non-verbal elements of good delivery.

56. Identify at least three components of what the author considers the 12 steps for practicing your speech:

57. What are three primary goals of Informative speaking, according to the author?

58. Describe a memory tool that a speaker might use to help the audience remember the main points of a speech.

59. What is the basic difference between a demonstrative Informative speech and an expository Informative speech? (short essay)

60. What are Aristotle’s three persuasive proofs?

61. Ethos and Credibility are nearly identical terms: T or F?

62. Logos refers to:

63. Pathos refers to:

64. Identify the various elements of Maslow’s "hierarchy of needs" in order (either descending or ascending):

65. What are the elements of Monroe’s Motivated Sequence?