

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

Miriam Uhlan, Doris B. Katz



Study Guide For Test For Communication Officer:

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native presence and Cisco Unified Mobility This book focuses primarily on CUCM version 8 x which is the call routing and signaling component for the Cisco Unified Communications solution This book has been fully updated with new coverage of CUCM phone services Cisco Unified Manager Assistant Cisco Unified Mobility and H 323 gateways Whether you are preparing for CCNP Voice certification or simply want to gain a better understanding of Cisco Unified Communications Manager fundamentals you will benefit from the foundation information presented in this book

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Understand Cisco Unified Communications Manager architecture and components

- n Evaluate CUCM deployment models
- n Set up and configure CUCM services
- n Implement and harden IP phones
- n Manage user accounts
- n Configure Catalyst switches for power over Ethernet and voice VLAN requirements
- n Deploy MGCP and H 323 gateways
- n Configure call routing and digit manipulation
- n Set up calling privileges and call coverage
- n Deploy various media resources features and applications
- n Establish Presence enabled speed dials and lists
- n Implement Cisco Unified Manager Assistant and Cisco Unified Mobile

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