**Speech : \*\*\*\*PLEASE NOTE THAT YOU WILL BE DOING AN IMPROMPTU SPEECH ON MONDAY, MAY 13TH. You will have a choice of 3 general topics to choose from. You will be doing the speech on ONE of the topics. Your speech needs an introduction, body, and conclusion. YOU MUST meet the time limit of 2 minutes. Audience needs to be quiet during those speeches or it comes off your final exam grade.**

**Final Exam Review**

**Terms: define the following vocab words:**

Symbol- personal space-

Rhetoric- bow-

Intrapersonal Communication- decreased hand activity-

Communication Apprehension- fidgeting-

Listening: facial expressions-

Appreciative- pattern-

 Critical- eye contact-

 Discriminative- nods-

 Empathic- handshake-

Tone of voice- link-

Rhetorical- adapt-

Platform movement- volume-

Manuscript- plagiarize-

Audiences: outlining- Supportive-

 Uncommitted- organization patterns-

 Indifferent-

 Opposed-

**Ideas/Concepts: answer questions and/or write notes in regards to the following:**

1. What are the parts of the communication process model?
2. Extemporaneous speaking—advantages?
3. Planks—what are they?
4. Impromptu speeches—organizational pattern?
5. Hearing? Listening? Which is which?
6. Communication process—what are the four steps?
7. Positive body language—what is it?
8. Concrete speech? Abstract speech? Which is which?
9. Conclusions—parts of an effective one?
10. Social distance—what is it?
11. Interviewing—when to arrive? Good question?
12. What does it mean to be an assertive person?
13. Listening and businesses—could people do a better job?
14. We remember how much of what we hear?
15. Is “listening” a top management skill needed for success in business? Why? Why not?
16. What are the ABC’s of giving directions?
17. What are the five types of attention-getters?
18. What are the four methods of delivery?