

Name: \_\_\_\_\_  
Miss Skirtich  
Communications  
4 November 2019

### **Communications Unit 1 Test Study Guide**

*For the test on Wednesday, November 6 (Red) and Thursday, November 7 (White) week, look through your notes and Google Classroom. Review the topics below to prepare for the exam. If you have any questions, make sure to ask me! ☺*

- I. Stage Fright and Tips to Avoid it
  - i. “The Top Ten Struggles of Stage Fright”
  - ii. “Overcoming Speech Anxiety”
  - iii. “Speech Anxiety”
  
- II. Active Listening
  - i. Communications Theory PowerPoint
  - ii. Note-taking strategies
  - iii. SLANT
  
- III. Types of Speeches
  - i. PowerPoint and notes
  
- IV. Constructive Criticism
  - a. Positive Method Sandwich
  - b. Peer edit workshops
  
- V. Introductions, Transitions, and Conclusions
  - i. Thesis Statements
  - ii. Types of transitions
  - iii. Types of conclusions
  
- VI. Foundations of Public Speaking
  - a. Enthusiasm
  - b. Body Language
  - c. Vocal Variety and Enunciation
  
- VII. Vocabulary Words (First 3 sets of vocab terms)

The test will consist of:

- Multiple Choice
- True or False
- Fill in the Blanks
- Short Answers
- Open-ended options