

SPEECH COMMUNICATION FOR BUSINESS AND THE PROFESSIONS - SPC 2065

STUDY GUIDE TEST II

Instructor: Peck

Be sure to check all lecture notes and read your chapters. If you use this study guide, answer all of the questions, along with reviewing your notes and chapters, you will pass your test. If you have questions about any thing...ASK ME!!!! These are the subject areas in which you will be tested:

1. What is audience analysis? What is it used for? Give examples.
2. What are the six questions to ask when you are analyzing your audience?
3. What are the three elements to consider when analyzing your speaking occasion?
4. What are demographics? What are some types of demographics?
5. What are the four types of informative presentations in the workplace? Briefly describe each type.
6. Compare and contrast the characteristics and goals of informative and persuasive speaking.
7. What is the definition of persuasion? What three characteristics did we state in class about persuasion?
8. What are the four types of persuasive presentations in the workplace and what is the purpose of each?
9. What are the three Artistic Proofs created by Aristotle? Explain each and provide an example.
10. What are the two types of reasoning? Explain each.
11. What are the six fallacies of reasoning? Name, briefly explain each.
12. What are the elements of organizing a speech (the five-step process)?
13. When choosing a topic, what should you keep in mind?
14. What is your general purpose? What is your specific purpose? Give an example of each.
15. What is your thesis? Give an example.
16. When researching your speech, where are the three places to gather information?
17. What are supporting materials? Give some examples. Why is it used?
18. What is credibility, and why is it important when giving a speech? Why is it important in business and professional speaking? How can you ensure credibility while speaking?
19. What are the three types of credibility? Be able to explain each.
20. What are the three C's of credibility (in Ethos)?
21. What is evidence and what is it used for?
22. Why does a speaker use emotion in their speeches? What are the ways to generate emotional appeal?
23. What are some examples a speaker can use to capture the audience's attention?
24. What are the two types of stage fright? What are the differences between each?
25. What are some potential sources for debilitating stage fright?
26. What is Monroe's Motivated Sequence? What are the steps? Explain.
27. Be able to diagram, and explain, Sherif's Social Judgment Theory.
28. When presenting your message, what are the visual and auditory aspects we discussed in class?
29. Define ethics and ethical decisions. Give a workplace example on how your ethics and ethical decisions are put in play.
30. What are the guidelines for ethical speaking?
31. When speaking in public in any setting (academic, business, etc.), why is it important to correctly cite your sources? According to the handout provided on citing sources (found in the website), what are the two aspects of citing that must be stated?
32. Differentiate between coercion, persuasion and manipulation. Explain each.
33. What was your favorite class this semester? (The answer is Business Communication or you will fail!!!!) :-)

GOOD LUCK!!

Speech Communication In Business And The Professions

**Larry A. Samovar, Stephen W.
King, Myron W. Lustig**



Speech Communication In Business And The Professions:

Speech Communication in Business and the Professions Larry A. Samovar, Stephen W. King, Myron W. Lustig, 1981-01-01 **Productive Speech Communication for Business and the Professions** James Noble Holm, 1985-01 **Strategic Communication in Business and the Professions** Dan O'Hair, Gustav W. Friedrich, Lynda Dee Dixon, 2002 Combining an emphasis on skill development with an introduction to the emerging technology of the workplace Strategic Communication in Business and Professions Fourth Edition is a comprehensive survey of oral communication skills needed in the workplace Coverage of the three contexts in which oral skills are necessary interpersonal group and public speaking the text illuminates all phases of the communication process The text integrates a model of strategic communication through four basic skills Set Goals Understand the Communication Situation and the Audience Demonstrate Competency and Manage Anxiety giving students the skills and opportunity to approach any workplace communication situation with confidence The Fourth Edition also addresses the current challenges to business communication presented by new technology the global marketplace and diversity within the workforce Every chapter includes Strategic Skills a tool based resource box Ethical Issues boxes and a List of Key Terms Practicing Business Communication boxes profile organizations of different sizes structures and communication styles offering students insight into the importance of communication skills regardless of the size orientation of the organization Critical thinking skills are developed through Strategic Challenges boxes which present scenarios and situations that students are likely to encounter in the workplace Up to date coverage of technology is found in Technology Tools boxes which give students practical insights on topics ranging from mediated communication presentations to presentation managers **Speaking Up Successfully** Artie Adams Thrash, Annette N. Shelby, Jerry Tarver, 1984 *Training Methodology: Instructional methods and techniques* ,1969 Public Health Service Publication ,1969 **Training Methodology** National Communicable Disease Center (U.S.), 1969 1434 annotated references from monographs journals and government publications indicating current thought on training methodology Most were published from Jan 1960 to Mar 1968 Entries arranged according to topics Each of the four parts has a subject index *Business and Professional Speech Communication* Harold P. Zelko, Frank E. X. Dance, 1978 *The Routledge Handbook of Public Speaking Research and Theory* Stevie M. Munz, Tim McKenna-Buchanan, Anna M. Wright, 2024-04-18 Providing a comprehensive survey of the empirical research theory and history of public speaking this handbook fills a crucial gap in public speaking pedagogy resources and provides a foundation for future research and pedagogical development Bringing together contributions from both up and coming and senior scholars in the field this book offers a thorough examination of public speaking guided by research across six key themes the history of public speaking the foundations of public speaking issues of diversity equity and inclusion considerations of public speaking across contexts assessment of public speaking and the future of public speaking in the twenty first century The evidence based chapters

engage with a broad discussion of public speaking through a variety of viewpoints to demonstrate how subtopics are connected and fraught with complexity Contributors explore public speaking in education business and professional settings and political contexts and outline how skills learned through public speaking are applicable to interpersonal small group and business interactions Reinforcing the relevance importance and significance of public speaking in individual interpersonal social and cultural communication contexts this accessibly written handbook will be an indispensable resource for public speaking instructors and program administrators It will also be valuable reading for Communication Pedagogy and Introduction to Graduate Studies courses *Business and Professional Speaking* William Phillips Sanford, Willard Hayes Yeager, 1929 *Productive Speaking for Business and the Professions* James Noble Holm, 1985 **High-impact Public Speaking for Business and the Professions** J. Regis O'Connor, 1997 Communication in corporate America takes multiple forms including job interviews performance appraisal reviews conference calls meetings memoranda letters reports policy statements workshops and direct sales The regular use of the public speech however has often been overlooked by companies as a major power tool with which to drive a business This widespread neglect of public speaking as advertiser promoter motivator and persuader surely accounts for billions of dollars of neglected opportunity each year in the United States alone High Impact Public Speaking for Business and the Professions will help you learn to use public speaking as an effective business tool Though the primary audience for this book is the business executive at any level of management would be public speakers outside corporate life can hone their speaking skills for a wide array of purposes Workplace Communication for the 21st Century Jason S. Wrench Ph.D., 2013-01-09 Written in clear non technical language this book explains how employees and employers can maximize internal and external organizational communication for both personal benefit and to the entity as a whole Workplace Communication for the 21st Century Tools and Strategies That Impact the Bottom Line explains and simplifies what organizational communication scholars have learned presenting this knowledge so that it can be easily applied to generate tangible benefits to employees and employers as they face everyday challenges in the real world This two volume work discusses internal organizational and external organizational communication separately first explaining how communication functions within the confines of a modern organization then addressing how organizations interact with various stakeholders such as customers clients and regulatory agencies The expert contributors provide a thorough and insightful view on organizational communication and supply a range of strategies that will be useful to practitioners and academics alike **Guide to College Majors 2009** Princeton Review, 2009 Provides information on more than four hundred undergraduate majors including related fields sample college curricula suggested high school preparation courses and career and salary prospects for graduates **Resources in Education** , 1999 *Collegiate News and Views* , 1980 Research in Education , 1968 **Functional Approach to Professional Discourse Exploration in Linguistics** Elena N. Malyuga, 2019-08-06 This book presents research into various types of professional discourse through the prism of

the functional linguistics approach Focusing mainly on practical aspects of speech the book discusses various topics such as structural semantic cognitive and pragmatic characteristics of professional discourse argumentation strategies humour in professional discourse and word building processes It also highlights communicative effectiveness methods in professional discourse Offering new ideas and discussing the latest findings the book is intended for researchers lecturers and professionals in the field

American Universities and Colleges Praeger Publishers,2010-04-16 For well over a half century American Universities and Colleges has been the most comprehensive and highly respected directory of four year institutions of higher education in the United States A two volume set that Choice magazine hailed as a most important resource in its November 2006 issue this revised edition features the most up to date statistical data available to guide students in making a smart yet practical decision in choosing the university or college of their dreams In addition the set serves as an indispensable reference source for parents college advisors educators and public academic and high school librarians These two volumes provide extensive information on 1 900 institutions of higher education including all accredited colleges and universities that offer at least the baccalaureate degree This essential resource offers pertinent statistical data on such topics as tuition room and board admission requirements financial aid enrollments student life library holdings accelerated and study abroad programs departments and teaching staff buildings and grounds and degrees conferred Volume two of the set provides four indexes including an institutional Index a subject accreditation index a levels of degrees offered index and a tabular index of summary data by state These helpful indexes allow readers to find information easily and to make comparisons among institutions effectively Also contained within the text are charts and tables that provide easy access to comparative data on relevant topics

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