

Definitions from the text and as we discussed (not examples... *definitions*):
(4 pts. each)

1. Language: **system of verbal (spoken/written words) and non verbal communication**
2. Symbol: **Something that stands for something else**
3. Conventional language: **Language accepted by a large number of people**
4. Denotation: **A word's dictionary meaning**
5. Connotation: **Its hidden meaning, the feelings and associations the word arouses**
6. Slang: **Recently coined words or old words used in new ways**

Matching: Some definitions may be used more than once. (4 pts. each)

(Letter)	Term	Definition
f	1. system	a. subsystem of language
d	2. standard American English	b. violates rules and conventions
i	3. overgeneralizing	c. a process of learning
g	4. dialect	d. keeps with rules and conventions
a	5. sublanguage	e. language understood by people of a particular group
b	6. nonstandard English	f. group of elements that work together
i	7. generalizing	g. regional variety of language
e	8. jargon	h. a system people form, reshape and use
h	9. language	i. applying a rule to all cases

Short answer: Based on our reading and discussion, cite a school-appropriate example for each of the following:

- 1 – Cue: **Any body language, appearance, sound (smiling, laughing, pounding desk, nodding, unfriendly tone of voice)**
- 2 – Environment: **Any immediate surrounding features (color, lighting, sound, space)**
- 3 – Social Space: **Anything four to twelve feet in distance between speaker/others (interviews)**
- 4 – Masking: **Any facial, concealing expressions (smiling while in pain)**
- 5 – Paralanguage: **Any voice variation/extraneous sounds (pitch/volume/rate/quality-tone, pauses, "uh, well, um")**
- 6 – Perception Check: **Any response indicating understanding (or not) of non-verbal behavior**

1. Explain the importance of using language appropriate to the setting. (5 pts.)

You would not want to use slang or dialect in a formal interview, but you could in an informal setting such as a conversation among friends. Jargon might be used in a formal setting but only if you are sure everyone understands. Standard American English is always suitable for a formal setting but perhaps might not be for various informal settings. So it is important to use appropriate language for the setting to ensure success in communication.

2. Explain the importance of understanding the connotation of words. (5 pts.)

Good communicators choose words that lead an audience to make certain associations. As we discussed, it's all about Word choice, either written or verbal. You want connotations to be positive, never negative.

Extra Credit

Short answer:

1. Cite the six guidelines for becoming an effective communicator.
(You must correctly respond with all six for 5 points extra credit.)

Do I care about the success of my communication?

Do I know what I am talking about?

Are my thoughts well organized?

Have I selected my words carefully?

Do I have control over my nonverbal behavior?

Do I listen carefully to others?

2. The communication process involves six key elements, one being the *message*. What are the other five?
(You must correctly respond with all five for 5 points extra credit.)

sender

receiver

feedback

channels

symbols