

**Definitions (not examples... *definitions* ) from the text and discussions:** (4 pts. Each, Total: 60 points)

1. Begging the question: **Assuming the truth of a statement before it is proven.**
2. Irrelevant evidence: **Information that has nothing to do with the argument being made.**
3. Mnemonic devices: **A rhyme, acronym or other wordplay used to remember important details.**
4. Propaganda: **Persuasion that deliberately discourages people from thinking for themselves.**
5. False premise (use neither word in your definition): **An untrue/distorted stated or implied starting point for an argument.**
6. Card-stacking: **Presenting only partial information to leave an inaccurate impression.**
7. Analogy: **Reasoning by logical comparison.**
8. Emotional appeals: **Statements used to arouse emotional reactions.**
9. Goal: **The purpose a speaker has for giving a speech.**
10. Loaded words: **Words that evoke or draw out very strong positive or negative attitudes toward a person, group or idea.**
11. Premise: **A stated or implied starting point for an argument.**
12. Supporting details: **Examples, facts, statistics, reasons, anecdotes or expert testimony a speaker uses to back up points.**
13. Transfer: **A method that builds a connection between things that are not logically connected.**
14. Stereotype: **A biased belief about a whole group based on insufficient or irrelevant evidence.**
15. Faulty reasoning: **Illogical, unfair or untrue methods to make a point.**

**Short answer:**

1. Cite the **eight** guidelines for listening effectively. (3 pts. Each, Total: 24 points)
  - 1 – **Do I get enough rest and eat properly?**
  - 2 – **Do I clear my mind of thoughts and worries that may distract me or affect my ability to concentrate?**
  - 3 – **Am I able to overcome a poor listening environment by adjusting it or by ignoring distractions?**
  - 4 – **Do I listen even when I am not particularly interested in the topic or disagree with the speaker's position?**
  - 5 – **Do I listen to content – what the speaker is saying – rather than focus on a speaker's personality or delivery?**
  - 6 – **Do I listen critically by identifying the speaker's goal, the main ideas, and the supporting details of the speech?**
  - 7 – **Do I listen actively by thinking as I listen?**
  - 8 – **Do I evaluate carefully, keeping alert to faulty reasoning and propaganda techniques?**
2. Discuss the difference between hearing and critical listening. *For full credit, show a complete and thorough understanding by citing examples of both and discussion of the contrast.* (10 pts. total)
 

**As we discussed, hearing is passive, the simple receipt of messages and nothing more. Critical listening is active, comprehending what is being said, evaluating it, testing the ideas, then responding to it. For example, a student who has to ask a teacher what the expectations for an assignment is, immediately following them being clearly communicated, is not listening.**
3. Cite three (3), different ways one can overcome a poor listening environment. (2 pts. Each, Total: 6 points)
  - 1) Be energetic and focused. i.e. prepare ahead, eat/sleep well, push aside distracting thoughts**
  - 2) Keep an open mind. i.e. don't shut out viewpoints, be ready to challenge yourself**
  - 3) Adjust the environment. i.e. choose your position in the room, adjust temp. and lighting, block out noises**

## Extra Credit

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?**

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**

Based on our reading and discussion, cite a school-appropriate example for each of the following.  
(You must correctly respond with all six for 5 points extra credit.)

- 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**