

Name _____

Communication Choices/Organizational Communication Test

Matching:

- _____ 1. Appropriateness A. What is suitable for a specific situation.
- _____ 2. Communication B. The situation in which communication occurs.
- _____ 3. Context C. A stated or implied expectation.
- _____ 4. Norm D. The process of creating and exchanging meaning through symbolic interaction.
- _____ 5. Role E. A part played in a specific setting or situation.

Multiple Choice:

- _____ 6. What is a competent communicator?
A. someone who talks a lot.
B. someone that incorporates knowledge, attitudes, and skill
C. someone that always puts aside their preferences, wants and needs.
- _____ 7. An established level of requirement of excellence is called a _____.
A. Context B. Appropriateness C. Standard
- _____ 8. Being sensitive to what is proper and appropriate in dealing with others, including the ability to speak or act without offending is called _____.
A. Tact B. Appropriateness C. Attitude
- _____ 9. A polite behavior, gesture or remark such as opening a door for a lady would be considered what?
A. Message B. Courtesy C. Tact
- _____ 10. What are three *relationship* skills that are good to have?
A. Tact, courtesy, and respect.
B. Verbal, nonverbal, and interpersonal communication.
C. Norm, standards, and appropriateness.

Short Answer:

11. Give an example of how a student can show respect to a teacher _____

12. Give **two** examples of nonverbal communication. _____
13. Explain what the “norm” would be at a wedding with regard to the way a person dresses, behaves, and talks. _____
