

# Chapter 1 Notes

## How Communication Affects Your Life



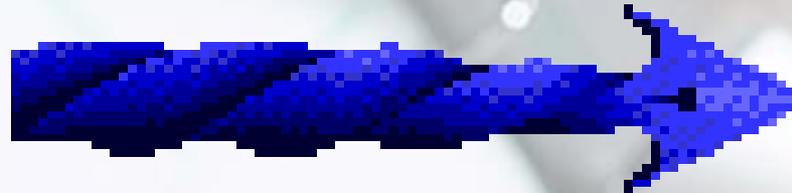
# I. What is communication?

A. Communication is a process of sending and receiving messages to achieve understanding.

**Sender**



**Message**



**Receiver**



## II. How do we communicate?

**A. Verbally:** Communicate through speech or writing



**B. Nonverbally:** communication without words such as clothing, body motions, facial gestures

1. 2 Exercises



### III. How is speech communication used in every day life

- A. Pg. 16-17 Communication in one day
- B. Make your own chart of communication in one day. Starts at 8am go to 8pm. On the hour write down what you did, and then write what type of Speech communication was reflected for that hour.

TIME	ACTIVITY	COMMUNICATION

## IV. Do you ever stop communicating?

A. No!

**B. Intrapersonal communication** is not interpersonal communication' it is inward talking to oneself



# V. What types of speech communication are there?

**A. Interpersonal Communication** is communication between two or more human beings.



1. **One-on-One Communication** is communication between one and another person, face-to-face communication.
2. **Group Discussion** or Communication, 3 or more people come together for a common goal.
3. **Public Speaking** or Communication, one or two senders-speakers send a message to a large audience.
4. **Mass Communication**, one or several senders send a message to large audiences in several areas.



# VI. What are the goals of speech communication?

## A. You learn by communicating

1. Teaching example: speak, listen, question

## B. Decisions are made by communicating

2. Personal, group, governmental

## C. People find pleasure in communication.

3. We need to communicate to remain healthy



## **VII. What makes an effective speech communicator?**

### **A. You must be sincere**

1. Believe in what you say, talk about things you know

### **B. Speak knowledgeably**

1. Know your subject, make it worthwhile

### **C. Be well organized**

1. What is the purpose of the speech? Clear message

### **D. Listen**

1. 1 / 2 of the communication process, if you don't listen communication stops

## **VII. What makes an effective speech communicator continued?**

### **E. Use language carefully**

1. This makes a difference in understanding. Know what your audience will understand

### **F. Correct use of nonverbal communication**

1. Voice, eyes, body, and clothes say a great deal

### **G. Reach certain goals**

1. The receiver must always know more about the topic after listening. Some goals will not be reached immediately; example sales person
2. Get results from listeners.

## **VIII. Why Study Speech Communication?**

- Read and Answer Pg. 27

