

Name:

Date:

Class:

Lesson 2.2: Communication Skills in the Agricultural Industry

Know and Understand

Answer the following questions using the information provided in this lesson.

1. To ensure accurate information transfer, _____ should be considered. (2.2.1)

- A. tone
- B. the target audience
- C. clarity
- D. All are correct.

Answer:

2. What type of communication includes gestures, facial expressions, and body positioning? (2.2.2)

- A. Abrasive communication
- B. Nonverbal communication
- C. Mute communication
- D. Verbal communication

Answer:

3. Which of the following is not a type of nonverbal communication? (2.2.3)

- A. Eye contact
- B. Gestures
- C. Voice
- D. Word choice

Answer:

4. Which type of verbal communication includes transferring information between people? (2.2.3)

- A. Conversation

- B. Extemporaneous
- C. Impromptu
- D. Prepared

Answer:

5. Which of the following is not a way to help begin a conversation? (2.2.3)

- A. Break the ice
- B. Find common ground
- C. Practice active listening
- D. Try to tell a funny story

Answer:

6. _____ speaking is a speech for which the speaker has had ample time to prepare the content and delivery of the information. (2.2.3)

- A. Extemporaneous
- B. Prepared public
- C. Impromptu
- D. Indirect delivery

Answer:

7. Which type of speech allows the speaker to prepare for the longest time? (2.2.3)

- A. Conversation
- B. Extemporaneous
- C. Impromptu
- D. Prepared

Answer:

8. _____ speaking is a speech format in which the speaker has a very short period between receiving the topic and presenting the speech. (2.2.3)

- A. Extemporaneous
- B. Prepared public

- C. Impromptu
- D. Indirect delivery

Answer:

9. _____ speaking is speech in which the speaker is expected to give a speech immediately following the receipt of the topic. (2.2.3)

- A. Extemporaneous
- B. Prepared public
- C. Impromptu
- D. Indirect delivery

Answer:

10. What is a type of oral communication where the audience can ask for clarification after the information has been presented? (2.2.3)

- A. Conversation
- B. Speech
- C. Visual communication
- D. Presentation

Answer:

11. Which of the following is an attribute of active listening? (2.2.3)

- A. Listening to AirPods while a speaker is speaking.
- B. Trying to think of questions while the other person is explaining.
- C. Dozing during a boring speech.
- D. Giving the speaker your full and undivided attention.

Answer:

12. True or False? Written communication skills, good and bad, will make you stand out from other applicants. (2.2.4)

Answer:

13. List the three main parts of professional correspondence. (2.2.4)

- A. The thesis statement, the information, and the wrap-up.
- B. The greeting, the body, and a closing.
- C. The main points, the supplementary information, and the request.
- D. The greeting, the thesis statement, and the salutation.

Answer:

14. Which type of informational written communication includes marketing of your skills and education? (2.2.4)

- A. Marketing
- B. Career seeking
- C. Information transfer to the public
- D. None are correct.

Answer:

15. What are the five basic communication systems? (2.2.5)

Answer: