

Name:

Class:

Date:

## **Lesson 2.2 Communication Skills in the Agricultural Industry**

### **Lesson Review**

*Carefully study the lesson and then answer the following questions.*

1. What is the definition of communication? (2.2.0)

Answer:

*Match the communication types to their definition.*

- A. Nonverbal communication
  - B. Verbal communication
  - C. Oral communication
  - D. Written communication
2. Information transferred through writing (2.2.2)

Answer:

3. Exchange of knowledge through the senses (2.2.2)

Answer:

4. Communicating using spoken words and language (2.2.2)

Answer:

5. Transfer of knowledge through words and language (2.2.2)

Answer:

6. To ensure accurate transfer of information, your communication should consider the clarity, tone, and \_\_\_\_\_. (2.2.1)

- A. time of year

- B. length of conversation
- C. written script
- D. target audience

Answer:

7. Which of the following animals cannot interpret human nonverbal communication? (2.2.2)

- A. Dogs
- B. Pigeons
- C. Pigs
- D. Sheep

Answer:

8. List three types of two-way information transfer that occur in groups. (2.2.3)

Answer:

9. What is a conversation? (2.2.3)

- A. One-way communication that occurs between friends
- B. Two-way communication that occurs between two people
- C. One-way communication that occurs between groups of people
- D. Two-way communication that occurs between groups of people

Answer:

10. List three purposes for giving a speech. (2.2.3)

Answer:

*Match the types of speeches to their definition.*

- A. Extemporaneous speaking
- B. Impromptu speaking
- C. Prepared public speaking

11. The speaker has ample time to prepare the content and delivery. (2.2.3)

Answer:

12. The speaker has a very short period of time between receiving the topic and presenting the speech. (2.2.3)

Answer:

13. The speaker is expected to give a speech immediately following the receipt of the topic. (2.2.3)

Answer:

14. What are the two definitions for the word *presentation*? (2.2.3)

Answer:

15. What are four tips for being an effective presenter? (2.2.3)

Answer:

16. Describe the difference between passive and active listening. (2.2.3)

Answer:

17. Which of the following examples shows active listening skills? (2.2.3)

- A. Looking at your watch and tapping your foot
- B. Speaking to the person next to you and wearing headphones
- C. Texting your friends or taking a selfie
- D. Making eye contact, shaking your head, or making facial expressions

Answer:

18. Which of the following statements would be acceptable in professional correspondence? (2.2.4)

- A. Thank you for speaking with me yesterday.
- B. Thx! Ur Gr8!

- C. I knew ya had my back.
- D. That was cool of you.

Answer:

19. What is informational written correspondence? (2.2.4)
- A. Group correspondence requiring two-way information exchange
  - B. Written correspondence between groups of people
  - C. Two-way communication presented to only one person
  - D. Written communication in which information is being transferred one way

Answer:

*Match the communication systems to their definitions.*

- A. Dyadic
- B. Group
- C. Intrapersonal
- D. Mass media
- E. Social media

20. Often called self-reflection, communication occurs only internally (2.2.5)

Answer:

21. Communication between two people (2.2.5)

Answer:

22. Communication among a selected group of people (2.2.5)

Answer:

23. Communication in which information is transferred to a broad and diverse public audience (2.2.5)

Answer:

24. Communication through publicly available websites and the use of applications that enable users to share content and engage in networking (2.2.5)

Answer:

### **Critical Thinking**

1. Think about a time in your life when a miscommunication occurred. Explain how the situation could have been prevented using the communication skills discussed in this chapter. (2.2.1)

Answer: