

Professional Communications
Unit 1-3 Test Review
Test: Friday, September 30, 2016

Unit 1

Key Facts:

- Everyone uses both sides of the brain to perform tasks.
- When learning is new, difficult, or stressful we prefer to learn in ways that relate to our hemispheric dominance.
- It is helpful to understand our own hemispheric dominance so we
 - 1)
 - 2)
- When making presentations to groups, it is important to address _____ in the presentation strategies.

Define Terms:

- Hemisphericity -
- Right hemisphere -
- Left hemisphere -
- Corpus callosum -

Identify key strengths associated with hemispheric dominance.

A. Left brain strengths

1. Language
2. _____
3. Math
4. _____
5. Analysis
6. _____
7. Thinking in words
8. _____
9. Discipline
10. _____

B. Right brain strengths

1. _____
2. Spatial
3. Nonverbal
4. Feelings
5. _____
6. Thinking in pictures
7. Colorful
8. _____
9. _____
10. Focus on "big picture"
11. Spontaneity

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Some Presentation Technology Review Questions to Know:

Q: What is the smallest point size you should use on a slide?

Q: What is the maximum number of fonts you want to use in a presentation?

Q: How many graphics should you include on a slide?

Q: Should you use all caps on slides?

Q: How could using a slide presentation improve or enhance a presentation?

Q: What are some cool things you can add to a presentation?

Q: In what other situations would it be good to use a slide presentation?

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Unit 2

Define Terms:

A. Copyright Terms

1. Copyright – the exclusive rights to reproduce, publish, and sell the matter and form of a literary, musical, or artistic work.
2. Adaptation –
3. Reproduction – making copies in any format.
4. Distribution –
5. Public Performance –
6. Public Display – display outside the home.
7. Digitally Transmit –

B. Texas Law

1. Harassment – behavior which is found threatening or disturbing.
2. Penal Code –

Computer Lab Safety Rules and Guidelines Facts:

- A. No running please.
- B. _____
- C. Periodically glance away from the screen. Staring into a computer monitor too long will strain your eyes.
- D. Let an instructor know if the color scheme, font size, or other settings of your computer are causing strain on your eyes. There are many built-in ways to adjust these settings for comfort.
- E. _____.
- F. Maintain good posture to ease your back.
- G. _____
- H. Be aware of the fire exits and the location of this room's fire extinguisher.

Question and Answers:

Q: Why are Copyright and Fair Use laws important?

Q: How can you find images that are royalty free?

Q: What are the four factors of Fair Use?

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

2. _____

3. _____

4. The effect of the use upon the potential market for or value of the copyrighted work.

Q: Which one of the four factors is the most important?

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Q: What is the major difference between Harassment and Online Harassment?

A: _____

Q: What is Cyberbullying?

A: _____

Q: What can you do to make a difference and prevent bullying?

A: _____

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Unit 3

Terms:

Communication – the process of creating and exchanging meaning through symbolic interaction.

Verbal Communication – _____

Non-Verbal Communication – in the form of gestures, eye contact, or tone of voice.

Speech – _____

Channel – the method or medium by which the sender conveys the message.

Symbol – _____

Cave Drawing – murals that were painted on cave walls.

Petroglyphs – images created by removing part of a rock surface by incising, pecking, carving, and abrading.

Pictogram – _____

Ideogram – a written character symbolizing the idea of a thing without indicating the sounds used to say it, e.g., numerals and Chinese characters.

Writing – _____

Alphabet – a set of letters or symbols in a fixed order, used to represent the basic sounds of a language; in particular, the set of letters from A to Z.

Important Information:

- Johann Gutenberg invented an actual printing press in _____
- _____ was the first to use a press to print the Bible, the oldest full length volume printed.
- In _____ an Englishman, _____, received the first patent for a typewriter.
- 1831 _____ invents the first electric telegraph.
- 1832 _____ invents Morse Code.
- Alexander Graham Bell invented the telephone in Boston in _____.
- 1951, The first commercially available, “mass produced” electronic computer entered the market. The computer was manufactured in the United States.
- In _____ a global computer network emerged, providing a variety of information and communication facilities. These interconnected networks use standardized communication protocols.
- _____ is short for “electronic mail,” email is a means of sending messages online.

Question and Answer:

Q: What is communication?

A: _____

Q: Can communication only be verbal?

A: _____

Q: What were some of the early/primitive forms of communication?

A: _____

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Q: What are some of the more modern/current forms of communication?

A: _____

Q: What revolutionized human communication?

A: _____

Q: What are some channels of communication?

A: _____

Q: Which channel (channels) is most effective?

A: Face to face conversation.

Q: How could communication impact a career field?

A: _____