

1. \_\_\_\_\_ is the process of exchanging messages and creating meaning
2. Draw the communication model in the space provided
  
  
  
  
  
  
  
  
  
  
3. \_\_\_\_\_ is one who sends or originates the message
4. \_\_\_\_\_ is one for whom the message is intended
5. \_\_\_\_\_ is what the sender wants to communicate to the receiver
6. \_\_\_\_\_ is how receiver responds to the sender
7. \_\_\_\_\_ is the means for sending the message (ex: spoken language, written language, body language, media)
8. \_\_\_\_\_ is the process of applying meaning to thoughts in order to shape the message
9. \_\_\_\_\_ is the process of creating meaning out of the received message
10. \_\_\_\_\_ is anything that interferes with communication
11. \_\_\_\_\_ involves where and when communication takes place, as well as who is involved
  
12. The five types of communication
  - a. \_\_\_\_\_ Communication takes place within a single person
  - b. \_\_\_\_\_ Communication involves two or more people
  - c. \_\_\_\_\_ Communication involves a moderate number of people who are attempting to achieve a goal

- d. \_\_\_\_\_ Communication involves the use of Media to an unknown number of receivers; immediate feedback is not often possible
  - e. \_\_\_\_\_ Communication involves one speaker and an audience; immediate verbal feedback is not expected
13. What makes a good listener? Effective listening requires \_\_\_\_\_ and \_\_\_\_\_.
14. \_\_\_\_\_ is a physical process; occurs without our active involvement
15. \_\_\_\_\_ is an active choice; requires hearing, thinking and responding
16. Types of Noise or Interference
- a. \_\_\_\_\_ Noise—any sound that prevents a person from being heard
  - b. \_\_\_\_\_ Noise—thoughts and feelings that distract you from listening
  - c. \_\_\_\_\_ Noise—caused by words that trigger strong negative feelings against the speaker or the content of the message
17. Types of Communication Barriers (which STOP communication)
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_