

1. \_\_\_\_\_ - is the literal meaning of the word(s) [i.e. dictionary definition]
2. \_\_\_\_\_ - implied/interpreted meaning. [How the word(s) make you think/feel]
3. \_\_\_\_\_% of what you say is said nonverbally. (Body Language)
4. \_\_\_\_\_% is said in the tone of how you are saying in.
5. \_\_\_\_\_% of what you say comes through your words.
6. Overall, \_\_\_\_\_% of what you say is Nonverbal!

**Factors that affect Nonverbal are:**

\_\_\_\_\_ - Excessive amounts may convey anxiety and cause distraction, while none at all is interpreted as disinterest on the speaker's part.

\_\_\_\_\_ - help reinforce meaning.

\_\_\_\_\_ - is key in conveying sincerity and interest. Without it, a speaker loses their audience quickly because it seems as if they do not care.

\_\_\_\_\_ - gives away the mood of the speaker. (Can convey degree of attention, status, and/or fondness to audience)

\_\_\_\_\_ - How close a speaker stands to an audience. (The \_\_\_\_\_ you are, the more important the subject is)

\_\_\_\_\_ - Study of the use of time. (Speed of speech, length of speech, how long people are willing to listen.)

\*Each of the speeches in this class have a \_\_\_\_\_ and \_\_\_\_\_ time limit, which is intended to make speakers aware and respect the audiences time.

\_\_\_\_\_ - can modify the meaning of the message and convey emotion. (Pitch, Volume, Pace, Pausing, Stress, and Intonation of your voice).

- It is also made up of sounds that do not have a written form, such as: \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_.

**ACTIVE LISTENING**

\_\_\_\_\_ is physical and involves the ear.

\_\_\_\_\_ is psychological and involves the brain/mind.