* TRANSITIONS placed in Speeches: (*What are they? /Purpose to uses them in a speech?):*
* Words of phrases that indicate the speaker has completed a thought and is moving to another
* NON-VERBAL COMMUNICATION (*Examples*):
* 5 LEVELS OF COMMUNICATION/Definitions (*located in Comm Process Notes*):

1.

2.

3.

4.

5.

* What is STAGE FREIGHT?
  + Nervousness when addressing an audience
* What is an INFORMATIVE SPEECH?
* What is the CAREER CLUSTER? (*Information located in Career Cluster power point*)
  + Helps to explore your interests and abilities
  + Learn about your career options
  + Plan courses you can take in high school to prepare you for your future career choices
* What does it mean to use CC (Carbon Copy) for an email:
* PROFESSIONAL TEACHER EMAILS: (*Example of a SUBJECT LINE*)
* What should you do BEFORE sending an email?
  + Check your grammar
  + Proof your email for any edits that need to be made
  + Be efficient- emails that get to the point are more effective
* EMAIL GREETINGS (*Examples*):
* EMAIL ENDING (*Examples*):
* RHETORICAL QUESTION (*Definition/Example*):
  + A question that is asked with no answer expected
  + Purpose is to direct your listeners thoughts - to get them to thinking about your speech topic
* Part of the speech outline that contains the MOST INFORMATION:
  + The Body – Contains all 3 Main Points and all explanation of the points
* NONVERBAL COMMUNICATION (Definition/*Example*):
  + Communication expressed without words
* COMMUNICATION PROCESS: Know the parts and definitions (*Draw/Label*): *\*Information located in Canvas, plus you have all notes on the process.*
* SPEED in which someone speaks is called?
  + Rate