

# COMMUNICATION

In this LIFE PAC<sup>®</sup> you will learn the basics of public speaking, the essentials of listening, and the fundamentals of good letter writing. This study will give you confidence in three important areas of life. Too often students fail to speak up because they are afraid of ridicule. They do not really listen to others for many reasons, most of which are not valid. Students do not often write to people who mean a great deal to them because other things seem to demand immediate attention. Feeling hesitant in these three areas may mean that you feel inadequate. Sir Henry More said, "It is not so important to know everything as to know the exact value of everything, to appreciate what we learn, and to arrange what we know."

## OBJECTIVES

**Read these objectives.** The objectives tell you what you will be able to do when you have successfully completed this LIFE PAC.

When you have finished this LIFE PAC, you should be able to:

1. Explain why nervousness is an energy source you can use in speaking.
2. Exhibit the three essential qualities of a speaker: sincerity, friendliness, and authority.
3. Deliver a speech with confidence.
4. Begin and conclude a speech successfully.
5. Explain the process of sound production.
6. Identify and define voice qualities.
7. List internal and external distractions to listening.
8. Explain the process of listening.
9. List the qualities of a good conversationalist.
10. Identify three types of letters and explain the purposes for each.
11. Write an informal letter, a social letter, and a business letter.
12. List the six parts of a business letter.

**Survey the LIFE PAC.** Ask yourself some questions about this study. Write your questions here.

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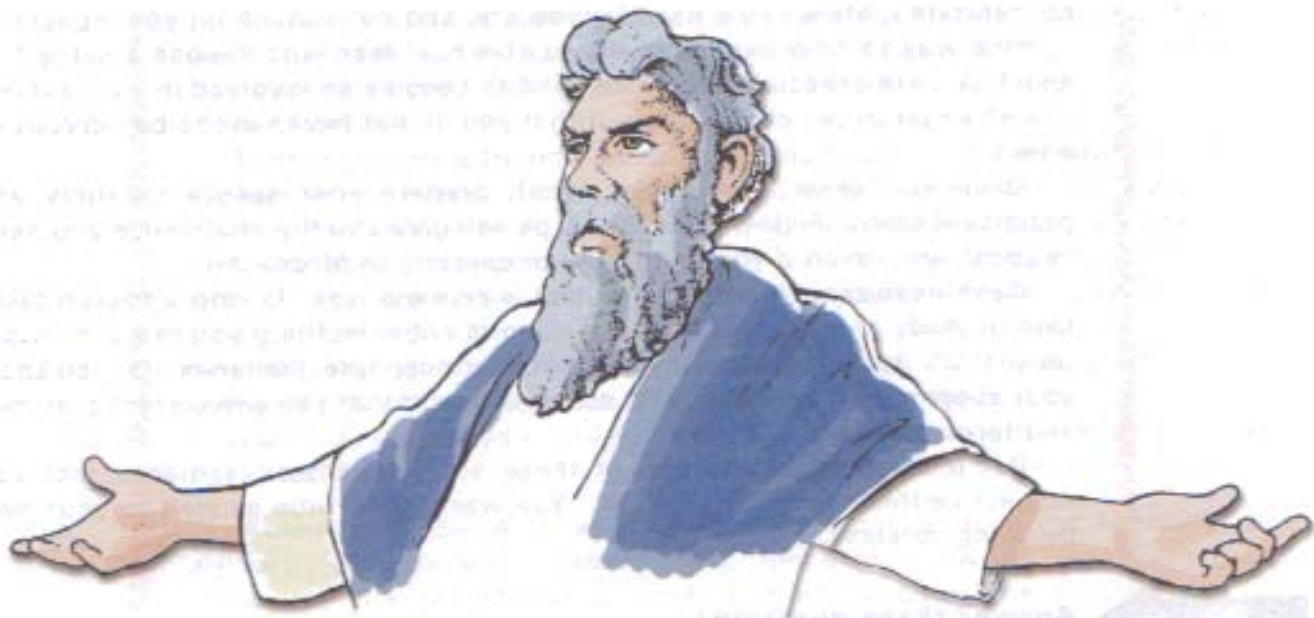
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## I. SPEAKING

After most of us learn to speak, little can silence us. The act of verbalizing our needs, our desires, our hopes, and our fears is specifically human. This section will address the problem and the challenge of speaking before an audience. You will learn about the delivery of a speech and about the basic qualities of a good speaker. You will find a plan for improving your ability to speak and for enriching your voice.



seeing, or the blind? Have not I the LORD? Now therefore go, and I will be with thy mouth, and teach thee what thou shalt say." Moses was still unsure and asked God in the following verse to send someone to speak in his place. He thought he would rather stay in Midian and take care of the sheep. The Lord, however, was not pleased, as revealed in Exodus 4:14-16: "And the anger of the Lord was kindled against Moses, and he said, Is not Aaron the Levite thy brother? I know that he can speak well. And also, behold, he cometh forth to meet thee: and when he seeth thee, he will be glad in his heart. And thou shalt speak unto him, and put words in his mouth: and I will be with thy mouth, and with his mouth, and will teach you what ye shall do. And he shall be thy spokesman unto the people: and he shall be, even he shall be to thee instead of a mouth, and thou shalt be to him instead of God."

Moses felt reluctant to speak even with God's help. He needed a spokesman at first to help him. You, too, may be reluctant to speak in public. When you speak before a group, you stand alone. Everyone will know if you are not prepared. Everyone will know if you make an error. Some fear of public speaking is normal and even necessary.

**Answer true or false.**

- 1.1  Moses was reluctant to be God's spokesman.
- 1.2  God gave Aaron signs to speak for him.
- 1.3  Moses remained unsure even after God promised to be with him.
- 1.4  God was angry with Moses.
- 1.5  Moses became an eloquent speaker at once.

**Fear.** Being afraid or reluctant to speak out in front of a group is normal. Fear can be very good for a speaker if he learns to use it to his advantage.

Fear, for example, can force you to prepare very carefully for your speech. It can make you conscious of every detail of your speech, your delivery, and your appearance.

Fear becomes a problem when you become so nervous that you



### Complete this activity.

3.12

Read the sentence and answer the questions.

**Buenos Aires, Argentina.** Imprisoned journalist Jacobo Timerman, whose cause was championed by many people, was released and placed under house arrest Monday after one year and two days in jail.

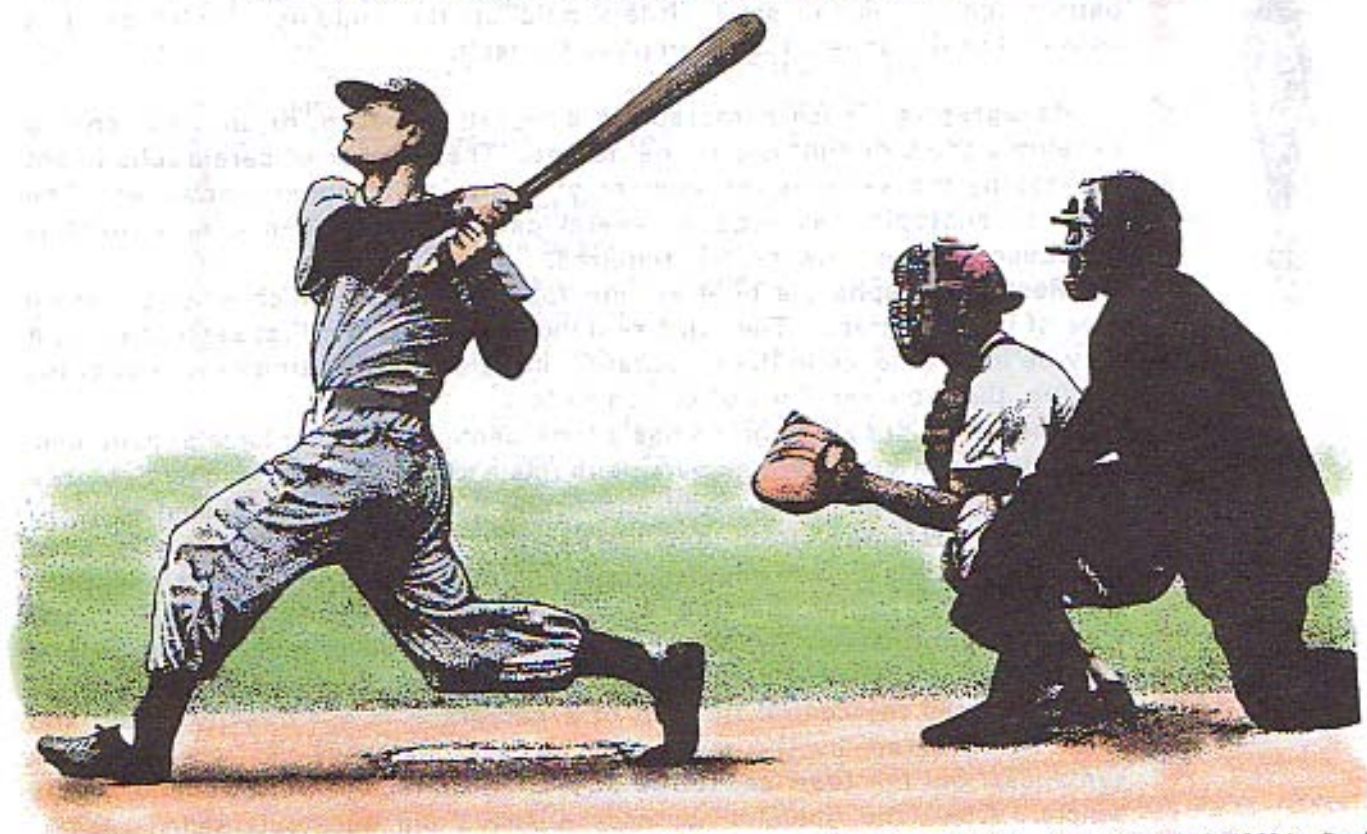
Who? \_\_\_\_\_  
What? \_\_\_\_\_  
Why? \_\_\_\_\_  
When? \_\_\_\_\_  
Where? \_\_\_\_\_

3.13

### Identify the main idea.

Read the following paragraph adapted from "Lou Gehrig, An American Hero," by Paul Gallico. Underline the topic sentence. Draw a line through any sentence that does not develop the main idea.

Lou Gehrig had unusual courage despite serious physical handicaps. He played despite colds. He played despite fevers. He played so doubled over with lumbago that it was impossible for him to straighten up; and bent over at the plate, he still got himself a single. One year he fractured a toe. He played on. Again, knocked unconscious by a wild pitch he suffered a concussion that would have hospitalized the average man for two weeks. He was at his position the next day — and collected four hits. It rained about three times a week. When, late in his career, his hands were X-rayed, the doctors found seventeen fractures that had healed by themselves. He had broken every finger on both hands — some of them twice — and hadn't even mentioned the fact to anyone.



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## SELF TEST 5

**Answer true or false** (each answer, 2 points).

- 5.01 \_\_\_\_\_ The plural of most nouns is formed by adding *es*.  
5.02 \_\_\_\_\_ Form the possessive of most singular nouns by adding an apostrophe *s* ('s).  
5.03 \_\_\_\_\_ Form the possessive of plural nouns that do not end in *s* by adding an apostrophe *s* ('s).  
5.04 \_\_\_\_\_ When two or more words are used as a single adjective to modify a noun, that adjective is a coordinate adjective.  
5.05 \_\_\_\_\_ An adjective that follows the verb and modifies the subject is in the predicate position.

**Match these items** (each answer, 2 points).

- |       |       |                      |   |
|-------|-------|----------------------|---|
| 5.06  | _____ | regular verb         | a. formed by adding <i>-est</i> to one-syllable adverbs   |
| 5.07  | _____ | transitive verb      | b. a wish   |
| 5.08  | _____ | superlative degree   | c. has a receiver named   |
| 5.09  | _____ | subjunctive mood     | d. I shall be seen  |
| 5.010 | _____ | future perfect tense | e. I shall have seen  |
|       |       |                      | f. form the past and past participle by adding <i>ed</i> , <i>d</i> , or <i>t</i> to the present. |

**Complete these items** (each item, 4 points).

- 5.011 Use *like* as a preposition or a verb, but not as a \_\_\_\_\_ .  
5.012 An adverb clause is introduced by a \_\_\_\_\_ .  
5.013 The part of a sentence about which something is stated is the \_\_\_\_\_ .  
5.014 A transitive active verb has a \_\_\_\_\_ .  
5.015 An intransitive linking verb would be followed by a predicate adjective or a \_\_\_\_\_ .  
5.016 A word in the predicate that tells to whom or for whom something is done is an \_\_\_\_\_ .  
5.017 A word in the predicate that modifies the subject is a \_\_\_\_\_ .  
5.018 A word used in a sentence to complete the meaning of the verb is called a \_\_\_\_\_ .  
5.019 The part of a sentence that states something about the subject is the \_\_\_\_\_ .  
5.020 When the subject names the receiver of the action, the verb is in the \_\_\_\_\_ voice.

**Write on the blank the name of the underlined part of the sentence.** You may use these abbreviations: subject, s; predicate, p; direct object, d.o.; indirect object, i.o.; predicate nominative, p.n.; and predicate adjective, p.a. (each answer, 3 points).

- 5.021 \_\_\_\_\_ The Secretary of State sent the President a full account of his mission.

# LANGUAGE ARTS 910: LIFE PAC TEST

**Answer true or false** (each answer, 1 point).

1. \_\_\_\_\_ English is a Germanic language.
2. \_\_\_\_\_ *Tree* is a concrete noun.
3. \_\_\_\_\_ Half of our English words derive from Germanic origin.
4. \_\_\_\_\_ The card catalog lists periodicals by subject, author, and title.
5. \_\_\_\_\_ The novel exists in two basic forms.
6. \_\_\_\_\_ Gaelic is a Celtic language.
7. \_\_\_\_\_ Simple sentences are usually short.
8. \_\_\_\_\_ All poetry must rhyme.
9. \_\_\_\_\_ Chaucer wrote in Middle English.
10. \_\_\_\_\_ Most poetry relies upon implied meaning.

**Match these items** (each answer, 2 points).

- |           |   |                      |
|-----------|---|----------------------|
| 11. _____ | comparison using <i>like</i> or <i>as</i> . | a. gerund phrase     |
| 12. _____ | conclusion of the story                     | b. infinitive phrase |
| 13. _____ | Dear John,                                  | c. salutation        |
| 14. _____ | to run                                      | d. topic sentence    |
| 15. _____ | contains the main idea                      | e. tympanic membrane |
| 16. _____ | ear drum                                    | f. script            |
| 17. _____ | the "problem" of the story                  | g. slant rhyme       |
| 18. _____ | a faulty argument                           | h. <i>denouement</i> |
| 19. _____ | spring and think                            | i. comedy            |
| 20. _____ | ends optimistically                         | j. conflict          |
| 21. _____ | <i>reading a book</i>                       | k. fallacy           |
| 22. _____ | the written form of a play                  | l. simile            |
|           |   | m. free verse        |

**Complete these activities** (each answer, 3 points).

23. List the four fundamental characteristics common to all languages.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

24. List any five techniques of good speaking.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_