

THE WATER CLOSET

There was a little old English lady who was looking for a place to live in Switzerland. She asked the local village school master to help her and together they found a place that suited her. She returned to London to get her things, but on the way home she remembered that she had not noticed a bathroom in the new place, or as she called it, a "water closet." So when she arrived in London she wrote to the school master to inquire about a "water closet" in her place. Being somewhat embarrassed to ask about this, she decided to just use the abbreviation "W.C." rather than spell out the words. When the school master received her letter he was puzzled by the initials "W.C.," never dreaming that she was referring to a bathroom. So he went to the local minister to see if he knew what a "W.C." was, and of course, the minister thought it stood for Wesleyan Church. So the school master wrote this reply to the English lady:

Dear Madam,

The W.C. is situated nine miles from the house in the center of a beautiful grove of trees. It is capable of holding 350 people at a time and is open on Tuesday, Thursday, and Sunday of each week. A large number of folks attend during the summer months, so it is suggested you go early, although there is plenty of standing room. Some folks like to take their lunch and make a day of it, especially on Thursday when there is organ accompaniment. The acoustics are very good and everyone can hear the slightest sound.

It may be of interest to you to know that my daughter was married in our W.C. and it was there she met her husband.

We hope you will be here in time for our bazaar to be held very soon. The proceeds will go toward the purchase of plush seats for our W.C., which the folks agree are a long-felt need, as the present seats all have holes in them.

My wife is rather delicate, therefore, she cannot attend regularly. It has been six months since the last time she went. Naturally, it pains her very much not to be able to go more often.

I shall close now with the desire to accommodate you in every way possible, and I will be happy to save you a seat down front or near the door, whichever you prefer.

Sincerely,

The Schoolmaster



COMMUNICATION

THE PROCESS OF
EXCHANGING
THOUGHTS, MESSAGES, OR
INFORMATION BETWEEN
TWO OR MORE PEOPLE





**VERBAL
COMMUNICATION
EXCHANGING MESSAGES
WITH SPOKEN WORDS**





**NONVERBAL
COMMUNICATION
EXCHANGING MESSAGES
WITH BODY LANGUAGE**





S	P	E
A	K	E
R	S	



L	I	S
T	E	N
E	R	S



W	R	I
T	E	R
S		



R	E	A
D	E	R
S		



A	C	T
O	R	S

TOPIC #4: Communication

Teacher Resource



O	B	S
E	R	U
E	R	S



SPEAKER



LISTENER



WRITER



READER



ACTOR



««OBSERVER



**DIRECTIONS FOR SPEAKING/LISTENING GAME
PART #1**

Directions for #1:

Begin talking about your favorite television program. Try to keep talking for at least two minutes.

Directions for #1:

Begin telling about what you did last night from the time you got home from school. Try to keep talking for at least two minutes.

Directions for #1:

Begin telling about your vacation last summer. Try to keep talking for at least two minutes.

Directions for #1:

Begin telling about your favorite teacher. Try to keep talking for at least two minutes.

Directions for #1:

Begin telling about your favorite movie. Try to keep talking for at least two minutes.



**DIRECTIONS FOR SPEAKING/LISTENING GAME
PART #2**

Directions for #2:

While your partner is talking to you, don't look at him/her. Stare at the floor or ceiling all the time he/she is talking.

Directions for #2:

While your classmate is talking to you, don't say anything to your partner. You may smile, laugh, or touch them, but don't say a word.

Directions for #2:

While your classmate is talking to you, act bored with what your partner is saying. (You can yawn or look away.)

Directions for #2:

While your classmate is talking to you, keep interrupting your partner—don't let him/her ever finish what he/she is trying to say.

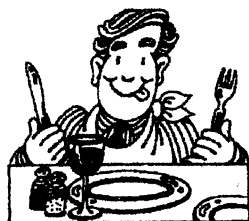
Directions for #2:

While your classmate is talking to you, do something like write a note, read a book, or comb your hair while your partner is talking to you.



CAFE T-L-C

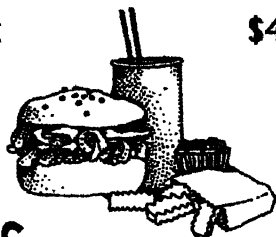
HAMBURGER FAVORITES



DINNER FAVORITES

All hamburgers served with our delicious, homemade fries.

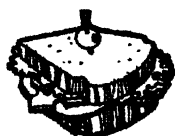
- Deluxe Burger \$3.49
- Bacon Cheeseburger \$3.95
- Patty Melt \$4.35



SALADS

- Taco Salad \$4.95
- Chef Salad \$5.95

SANDWICHES



All sandwiches served with fresh potato chips.

- Club Sandwich \$4.25
- BLT \$3.95
- Fish Sandwich \$3.50
- French Dip \$4.95

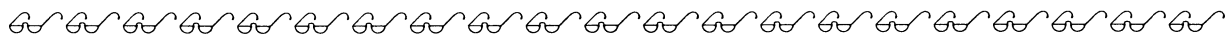
All dinners include:
Soup or salad, choice of baked potato, rice, or fries.

- New York Steak \$18.95
- Chicken Fried Steak \$7.95
- Halibut Steak \$7.95
- Fried Shrimp \$9.95
- Lemon Chicken \$6.95
- Veggie Lasagna \$6.95

DRINKS



- | | SM | LG |
|---------------|-----|------|
| Soft Drinks | .75 | 1.25 |
| Orange Juice | .85 | 1.50 |
| Apple Juice | .85 | 1.50 |
| Milk | .80 | 1.25 |
| Mineral Water | .90 | 1.50 |



CAREER INFORMATION

NEWSCASTER: There are basically two kinds of newscasters—radio and television. They report the news, make announcements, do interviews, report stories, and "ad lib" when necessary. Frequently they work in a high-profile situation. Most newscasters begin working for a station as production assistants or reporters and work their way up to being a newscaster. They need to have a pleasant, well-controlled voice and have excellent pronunciation. Correct English usage is vital for success.

A liberal arts education provides an excellent background for a newscaster, and many universities offer courses of study in the broadcasting field. Bachelor's degrees, although very useful, are not the only qualification for this type of job. Equally important is the personality, manner of speaking, visual image, and ability to think quickly.

TEACHER: Public school teachers must have a bachelor's degree for the age level they will be teaching; e.g., elementary or secondary. To teach at a college level, a minimum of a master's degree is required, and to become a full professor, generally a doctoral degree is also required. A teacher must be well versed in their subject area, as well as able to communicate information about that subject area to their students in order for learning to occur.

PUBLIC RELATIONS SPECIALIST: A public relations specialist helps businesses, governments, universities, hospitals, and other organizations build and maintain positive relationships with the public. They handle the press, community or consumer relations, political campaigns, interest group representations, fund raising, and employee recruitment. Basically, public relations specialists are "telling the employer's story." They work to promote understanding and cooperation between the employer and the community. They put together information that keeps the public aware of their organization's policies, activities, and accomplishments.

A college education combined with public relations experience is desirable for a position of this type. Most specialists have a degree in journalism, communications, or public relations, although some have a degree related to the particular industry with some courses in public relations.



CAREER INFORMATION - CONT.

WRITER: There are a number of different kinds of writers, but all of them have one thing in common—they communicate by writing words. They start by selecting a topic, or being assigned one, and gathering information on the topic through personal observation, library research, and/or interviews. Then they organize the material and put it into words for publication.

NEWSWRITERS are employed by newspaper, radio, or television news departments. They write news items for the news broadcasts and/or the newspaper.

TECHNICAL WRITERS put scientific and technical information into understandable language and/or into an orderly manner. They prepare manuals, catalogs, and instructional materials for industry.

COPY WRITERS write advertising copy for use by publication or broadcast media to promote the sale of goods and services.

EDITORS do some original writing but mostly do a lot of reading and rewriting, which is called editing. They also plan the contents of the publication.

AUTHORS develop original fiction and nonfiction prose for books and/or magazines. They take an idea and write all parts of a story around it.

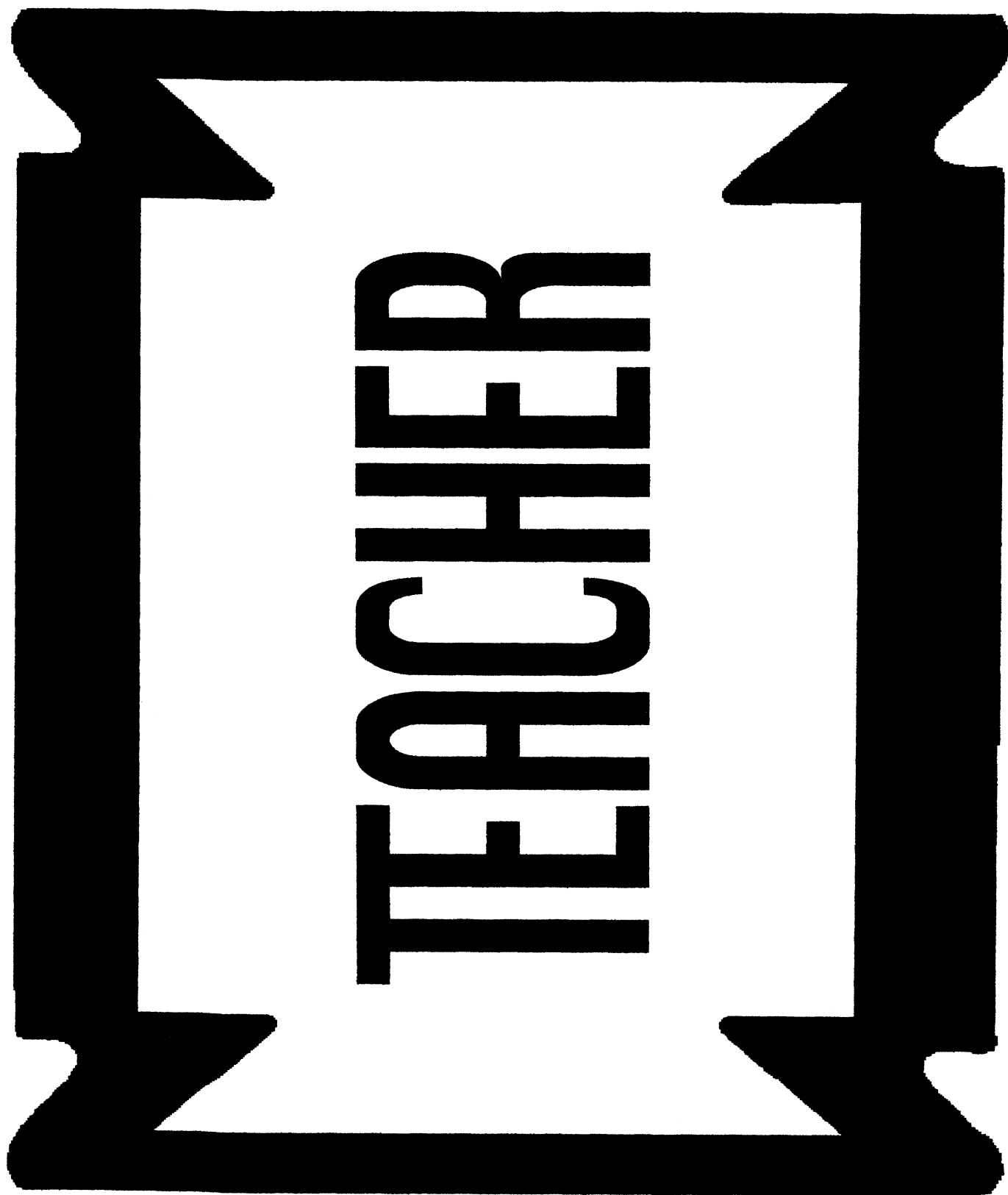
A bachelor's degree is required for most writing jobs, although this varies somewhat, with a major in literature, communications, or journalism. Some jobs also require technical degrees to support the necessary writing.

ADVERTISING SPECIALIST: Advertising specialists oversee and work with account services, creative services, and media services departments. They develop the subject matter and presentation of advertising. They work directly with the marketing and public relations departments in large companies; in small companies one person may serve all three areas. There are jobs for these kind of specialists in almost every industry.

A bachelor's degree is required for most advertising/marketing specialist jobs. This person needs to have a varied background from visual arts skills and technology to business management to public relations and/or journalism. These specialists must have many talents. These jobs are highly coveted and thus are very competitive.

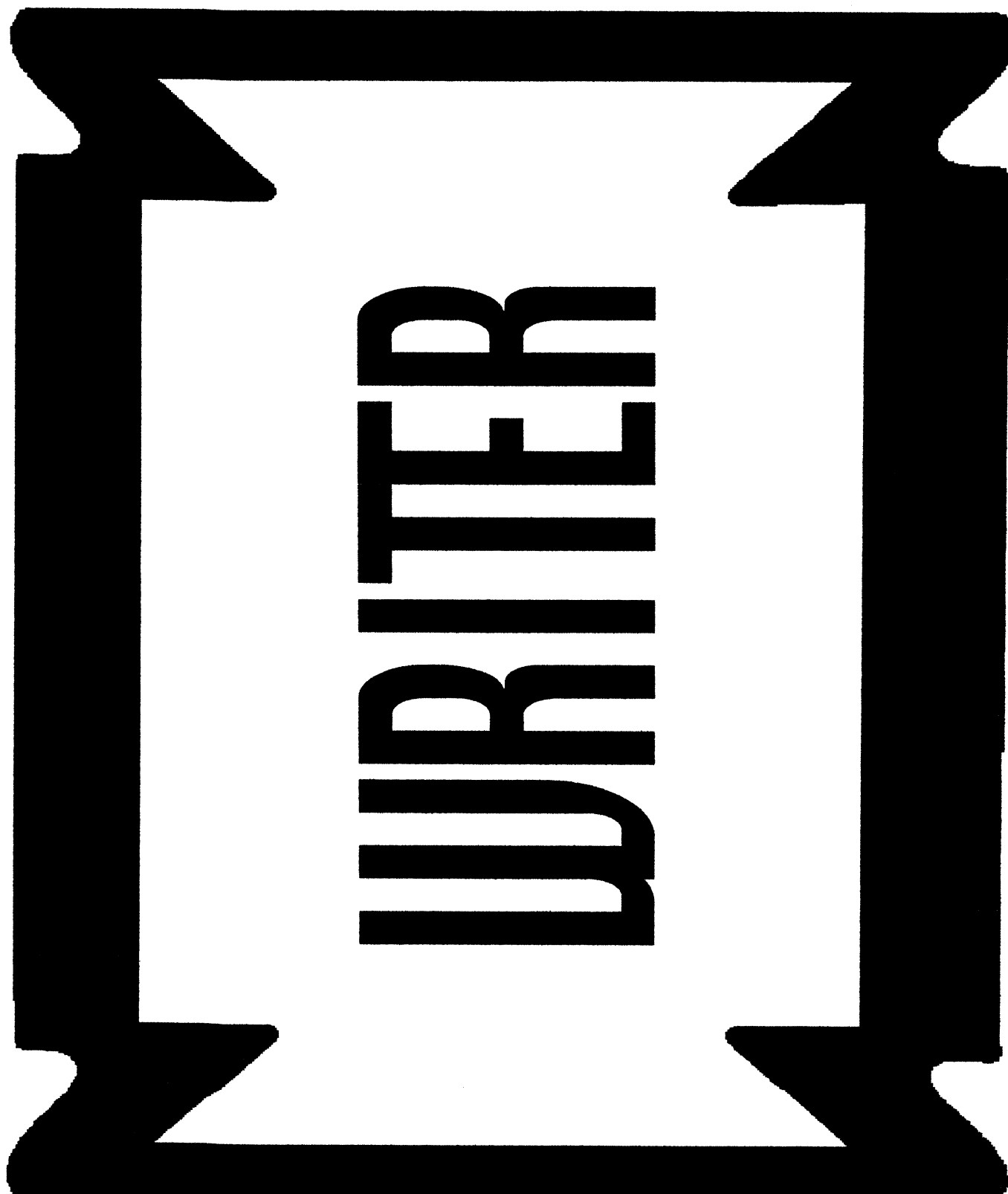


NEWSCASTER





PUBLIC RELATIONS SPECIALIST





A large, bold, black graphic with a decorative, slightly irregular border. Inside the border, the words "ADVERTISING" and "SPECIALIST" are written in a very thick, black, sans-serif font, stacked vertically and centered. The text is white against the black background of the graphic.