

PRINCIPLES OF COMMUNICATION

TEST ANSWER KEY

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LESSON 1

A THEOLOGY OF COMMUNICATION

1. What are the three major forms of communication for Christian leaders?
 - Preaching
 - Teaching
 - Writing
2. With whom does God the Father communicate?
 - Other persons of the Trinity
 - Spiritual beings
 - People
3. List four abuses of communication God forbids.
 - Lying
 - Slandering
 - Blaspheming
 - Cursing or abusing
4. What is the primary means through which God has chosen to spread the good news of Jesus Christ?

Spoken communication

LESSON 2

PRINCIPLES OF COMMUNICATION

1. What are the three components in communication?

- Communicator
- Recipient
- Message

2. Name two reasons a message may not be successfully communicated.

- A communicator may not communicate clearly.
- A recipient may not understand the message.

3. What is the most intimate, and usually most successful, form of communication?

One-on-one oral communication

4. What is the most difficult form of spoken communication for most people?

Public speaking

5. List three of the five ways written communication is different from spoken communication. (Any three)

- Written communication is often shorter than spoken communication.
- Written communication is often more precise than spoken communication.
- Written communication tends to be more formal than spoken communication.
- Written communication often has more impact than spoken communication.
- Written communication lasts longer than spoken communication.

6. List three of the five factors that influence the success of our communication. (Any three)

- The message
- Preparation
- The environment
- The circumstances
- The audience

7. List three of the five hindrances to communication. (Any three)

- Fear of public speaking
- Lack of adequate preparation
- Failure to be sensitive to the audience
- Failure to develop a central theme
- Failure to illustrate well

8. List three of the ten things recommended for keeping the attention of an audience. (Any three)

- Surprise
- Movement or activity
- Closeness
- Visibility
- Familiarity
- Conflict
- Suspense
- Intensity
- Humor
- Relevance to daily life

LESSON 3

INTRODUCTION TO PREACHING

1. How are teaching and preaching different?

- Teaching appeals primarily to the mind.
- Preaching appeals primarily to the will.

2. What is the purpose of evangelistic preaching?

To inspire the hearer to make a decision to accept Jesus as Savior.

3. What is the purpose of pastoral preaching?

To build up and strengthen believers.

4. Name two dangers related to topical sermons.

- Misusing scripture.
- Becoming unbalanced in preaching.

5. What is a textual sermon based on?

A single text or phrase from the Bible.

6. What is a biographical sermon?

A character study based on someone in the Bible.

7. What is the goal of expository preaching?

To make the scripture clear, so that people can understand what is being read.

LESSON 4

THE MECHANICS OF PREACHING

1. List four of the things you could write down after deciding on the verse or subject of your sermon. (Any four)

- Questions
- Related scriptures
- Observations
- Quotations
- Applications
- Illustrations
- Stories

2. What is the *theme* of a sermon?

A one-sentence summary of what you want to say in the sermon

3. What is wrong with the following sermon outline? (Choose the correct answer.)

- The points are not all related to the theme.
- The outline does not have parallel thoughts.
- **The points are not all related to the theme, nor are they parallel to each other.**
- There is nothing wrong with the outline.

SERMON OUTLINE
Theme: Praise the Lord Outline: I. We praise God for who he is. II. We praise God for what he has done. III. We should love our neighbor.

4. List the three benefits of writing a clear outline for your sermon.

- Outlining gives structure to your sermon.
- Outlining keeps your focus on the main theme.
- Outlining helps the listener understand and remember the sermon.

5. Is this true or false: In an extended outline, you expand each point into a complete sentence.

True

6. If a sermon is comparable to a house, what are good illustrations?

Windows that let the light in

7. List three of the five advantages of using stories in a sermon. (Any three)

- Stories create interest.
- Stories increase understanding.
- Stories aid application.
- Stories increase memory.
- Stories are a natural teaching technique.

8. List three of the five advantages of writing out a sermon completely. (Any three)

- Writing helps concentration.
- Writing helps you see truth you would not otherwise see.
- Writing helps you organize your thoughts.
- Writing preserves a permanent record of what God is teaching you.
- Writing gives you a useful tool to help other people.

LESSON 6

WRITTEN COMMUNICATION

1. List three of the many things that God instructed his servants to write. (Any three)
 - The law that was to govern Israel
 - God's words on the doorposts and gates of homes
 - Songs
 - Words for God's people
 - A book of prophecies
 - A description of the Temple
 - Revelations from God
 - Messages to churches
 - The scriptures
2. List three ways in which Jeremiah demonstrates the importance of writing.
 - Our writings can go places we cannot go.
 - Our writings can speak in a way that we cannot speak.
 - Our writings will speak after we are gone.
3. List three of the four reasons writing is important for Christian leaders. (Any three)
 - What you write will improve your thinking more than what you read.
 - What you write will be expressed more clearly than what you say.
 - What you write will be understood more easily than what you say.
 - What you write will be remembered longer than what you say.
4. List three of the five suggestions for better writing. (Any three)
 - Write as much as possible.
 - Write as simply as possible.
 - Edit your writing.
 - Have other people edit your writing.
 - Be realistic about your writing.

LESSON 7

TEACHING

1. What is teaching?

Teaching is the active transfer of information and attitudes from one person to another.

2. What are the two most important responsibilities of the teacher?

- Communicate truth to others
- Teach others how to learn

3. List three of the seven characteristics of a good teacher. (Any three)

- Diligence
- Knowledge
- Innovation
- Humor
- Sensitivity
- Patience
- Balance

4. Name four ways humor is helpful when teaching.

- Humor recaptures the attention of students.
- Humor relaxes the atmosphere of the classroom.
- Humor presents truth from a different perspective.
- Humor softens correction.

5. List three of the four pairs of things Christian educators must balance. (Any three)

- Preparation and spontaneity
- Being an expert and being a learner
- Work and rest
- Theory and practice

6. List three of Jesus' ten teaching methods mentioned in this lesson. (Any three)

- Lectures
- Questions
- Discussion
- Debate
- Stories
- Object Lessons
- Proverbs
- Drama
- Summaries
- Teaching by example

7. Why do good teachers require students to summarize their teaching?

A student's summary reveals how well he or she understands a lesson.

8. List three practices you should avoid as a teacher.

- Distracting students with your speech habits
- Embarrassing your students
- Refusing to admit your ignorance

LESSON 8

HUMAN RELATIONS

1. What is *human relations*?

Human relations is the art of working with other people to accomplish a task.

2. List three of Rehoboam's human relations mistakes.

- He ignored the good advice of wise men.
- He ignored the feelings and emotions of other people.
- He ignored the impact of his actions on other people.

3. List the five principles for good human relations found in Romans 14.

Good human relations requires:

- Putting others first
- Focusing on perceptions
- Giving up your own personal rights
- Being sensitive to the feelings of others
- Not allowing minor things to create problems

4. For what reason was Paul willing to yield his personal preferences?

To promote the work of God

5. List four of the eight practical suggestions for human relations given in this lesson. (Any four)

- Start at the top.
- Ride the wagon the direction it is going.
- Take everyone with you.
- Acknowledge other people.
- Produce professionally written materials.
- Recognize that good relationships are as important as good ideas.
- Be willing to learn.
- Be sincere.

6. List five human relations mistakes to avoid.

- Do not be self-centered.
- Do not harm other ministries.
- Do not ignore proper protocol.
- Do not rush.
- Do not compromise principle.

LESSON 9

CROSS-CULTURAL COMMUNICATION

1. Why is cross-cultural communication essential for believers?

Without it we cannot fulfill the Great Commission.

2. List five practical considerations for cross-cultural communication learned in this lesson.

- Listen before speaking.
- Use humor cautiously.
- Tell stories.
- Be sensitive to the culture.
- Be loving and respectful of others.

3. Why is it difficult to use humor in cross-cultural communication?

Humor is culture specific.

4. Which instructions of Jesus give us the most important advice for cross-cultural communication?

- “You shall love your neighbor as yourself.”
- “...whatever you wish that others would do to you, do also to them...”

5. What five things are required for effective cross-cultural service and communication?

- Understanding
- Learning
- Trust
- Acceptance
- Openness

6. List three practical steps for becoming a better listener.

- Remove distractions.
- Show that you are listening.
- Take notes.

LESSON 10

SPIRIT-ANOINTED PREACHING

1. Name two ways a preacher must prepare himself for effective ministry.

- Private prayer
- Personal integrity

2. What did Paul tell Timothy to fight for?

The faith

3. In what two ways does the Holy Spirit prepare a preacher?

- He gives illumination to the preacher's mind.
- He gives power to the preacher's message.

4. Define *illumination*.

Illumination is the Holy Spirit's opening of our understanding.

5. What is the key to effectiveness in ministry as demonstrated by Jesus?

The anointing of the Holy Spirit

6. According to E.M. Bounds, what is the price of [anointing] in preaching?

“Prayer, much prayer”