## Fundamentals of Business Communication © 2012 Chapter 14: Listening with a Purpose

Copyright Goodheart-Willcox Co., Inc. | Permission granted to reproduce for educational use only.

							1							
					2								3	
		4	5		6									
	7				8									
												9		
10														
										11				
			12											

## Across

- 2. A response that is hard to understand because of length or language barriers.
- 6. Experience and information you already possess.
- 7. Casually listening to the speaker; you may not hear everything that is said.
- 9. A prejudice or personal or unreasoned distortion of judgment.
- 10. Fully participating as you process what other people say.
- 11. Avoiding giving a direct answer.
- 12. A statement in which you must draw a conclusion from what is said.

## Down

- 1. A feeling of harmony and accord in a relationship that encourages further communication.
- 3. A degree of doubt.
- 4. A physical process in which sound waves reach your ears and signals are sent to your brain.
- 5. An intellectual process that combines hearing with evaluating.
- 8. The speaker means exactly what the words indicate.