### **Successful Communication Portfolio**

Complete the Successful Communication portfolio item.

### **Portfolio Overview**

In this writing assignment, you will explore various elements involved in communication and how they interact.

### **Portfolio Goal**

Write a one- to two-page (250- to 500-word) paper.

### **Portfolio Details**

#### **Step 1: Select a public speaking event.**

Using your course materials and the Internet, research a speaking event during which an intended message was delivered successfully. The event could be based on fact or fiction. For example, perhaps you watched one of the president's speeches on television, or maybe you watched a movie in which a character delivers an effective speech. Write a short summary of the event that includes the following information:

* type of event
* the setting of the event (where, when, and so on)
* the audience for the communication
* main goal of the message being delivered

#### **Step 2: Describe the public speaking elements in the event.**

In a one- to two-page (250- to 500-word) paper, address the following elements of communication observed during the event:

* **speaker** – the person delivering the message in a communication process
* **message** – the information being communicated
* **listener** – the receiver of the intended message
* **feedback** – the response to the message provided to the speaker by the listener
* **channel** – the method used to communicate the message
* **environment** – the occasion and physical setting for the communication
* **noise** – distractions that inhibit the successful completion of the message delivery
* **encoder** – the speaker, who selects the symbols to carry the message
* **decoder** – the listener, who attaches meaning to the symbols received

#### **Step 3: Highlight communication successes.**

Write a paragraph that describes the public speaking elements that played the biggest roles in making the communication successful. Explain why these elements worked so well.

#### **Step 4: Save and submit your assignment.**

When you have completed the assignment, save a copy for yourself in an easily accessible place and submit a copy to your instructor.

Select the link to access the Successful Communication rubric.

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 [Successful Communication Rubric](https://www.connexus.com/extra/ThirdPartyProviders/courseConnect/32931_PublicSpeaking/assets/docs/portfolio_rubric.docx)