

Study Guide: Chapters 1-9, Multiple Choice & True/False Questions

The Art of Public Speaking

Introduction to Speech – McHenry County College, Spring, 2014

Chapter 1, Speaking in Public

1. Public speaking has been taught and studied for thousands of years. **True** or False
2. Because people have different frames of reference, a public speaker must take care to adapt her or his message to the particular audience being addressed. **T** or F
3. _____ is anxiety over the prospect of giving a speech in front of an audience.
___ Adrenaline, ___ Visualization, ___ **Stage Fright**
4. It is normal—even desirable—to be nervous at the start of a speech. **T** or F
5. _____ is controlled nervousness that helps energize a speaker for his or her presentation. ___ Restrained Anxiety, ___ **Positive Nervousness**, ___ Focused Nervousness
6. Listeners usually realize how tense a speaker is. **T** or **F**
7. Public speaking and ordinary conversation are similar in that both involve adapting to listener feedback. **T** or F
8. Critical thinking includes _____. ___ Seeing the relationships among ideas, ___ Judging the credibility of statements, ___ Assessing the soundness of evidence, ___ **All answers are correct.**
9. The messages, usually nonverbal, sent from a listener to a speaker are called _____.
___ Cues, ___ **Feedback**, ___ Prompts.
10. The knowledge, experience, goals, values, and attitudes through which each listener filters a message make up the listener's _____. ___ **Frame of Reference**, ___ Cognitive Screen, ___ Psychological Filter, ___ Attitudinal Field.
11. Most successful speakers do not experience stage fright. **T** or **F**
12. _____ is mental imaging in which a speaker vividly pictures himself or herself giving a successful presentation.
___ Focusing, ___ **Visualization**, ___ Representation, ___ Channeling.
13. Because each person has a different frame of reference, the meaning of a message will never be exactly the same to a listener as to a speaker. **T** or F

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14. According to your textbook, _____ is anything that impedes the communication of a message. ☐ **Interference**, ☐ Blockage, ☐ Distortion.
15. _____ is the belief that one's own group or culture is superior to all other groups or cultures. ☐ **Ethnocentrism**, ☐ Egocentrism, ☐ Elitism.
16. Which of the following is likely to help you deal with nervousness in your speeches? ☐ Visualize yourself giving a strong speech, ☐ Focus on communicating rather than on being nervous, ☐ Be thoroughly prepared for each speech, ☐ **All answers are correct.**
17. Avoiding ethnocentrism means that public speakers should ☐ **Show respect for the cultures of the people they address**, ☐ Assume that their personal values are shared by all the audience, ☐ Agree with the beliefs of all groups and cultures, ☐ All answers are correct.
18. Speechmaking becomes more complex as cultural diversity increases. **T** or F
19. While listening to a speech about gun control, Scott thought back to his experiences as an intern with the police department and decided that the speaker was knowledgeable about the subject. Scott was ☐ Missing the message due to the error of ethnocentrism, ☐ Sending feedback about the message to the speaker, ☐ **Filtering the message through his frame of reference**, ☐ Empowering the speaker to make a change in the world.
20. Avoiding ethnocentrism is important for listeners as well as for speakers. **T** or F
21. Which of the following does your textbook recommend as a way to help you deal with nervousness in your speeches?
☐ Be prepared to fail in your first few speeches, ☐ Tell the audience how nervous you get when speaking, ☐ **Work especially hard on your speech introduction**, ☐ All answers are correct.

Chapter 2, Ethics and Public Speaking

1. Because speechmaking is a form of power, it carries with it heavy _____ responsibilities. ☐ **Ethical**, ☐ Psychological, ☐ Sociological.
2. _____ is the branch of philosophy that deals with issues of right and wrong in human affairs. ☐ Linguistics, ☐ **Ethics**, ☐ Theology.
3. In public speaking, sound ethical decisions involve weighing a potential course of action against ☐ **A set of ethical standards or guidelines**, ☐ The practicality of taking that course of action, ☐ A set of legal criteria for acceptable speech, ☐ The speaker's goals in a given situation.

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4. Even though there can be gray areas when it comes to assessing a speaker's goals, it is still necessary to ask ethical questions about those goals. **T** or **F**

5. Because listeners recognize that public speakers are promoting their self-interest, it is acceptable for speakers to alter evidence. **T** or **F**

6. Which of the following violates the speaker's ethical obligation to be honest in what she or he says?

- Juggling statistics
- Quoting out of context
- Citing unusual cases as typical examples
- **All answers are correct.**

7. The larger an audience becomes, the greater is the speaker's ethical responsibility to be fully prepared. **T** or **F**

8. _____ is the use of language to defame, demean, or degrade individuals or groups.

- **Name-calling**
- Ethnocentrism
- Hyperbole

9. If you present another person's language or ideas as your own, you are guilty of _____.

- Defamation
- Personification
- **Plagiarism**

10. According to your textbook, stealing ideas or language from two or three sources and passing them off as one's own is called

- Global plagiarism.
- **Patchwork plagiarism.**
- Incremental plagiarism.
- Admissible plagiarism.

11. Gabrielle, a physiology major, waited until the last minute to begin preparing her persuasive speech. When her friend Ken learned that she was panicking over the assignment, he gave her the outline of a speech he had delivered in class the previous semester. Gabrielle used the speech and presented it as her own. Which of the following is true?

- Gabrielle is guilty of no ethical offense because Ken willingly gave her his speech.
- Gabrielle is guilty of patchwork plagiarism because she took her speech entirely from a single source and passed it off as her own.
- **Gabrielle is guilty of global plagiarism because she took a speech entirely from a single source and passed it off as her own.**
- Gabrielle is guilty of incremental plagiarism because she took ideas or language from two or three sources and passed them off as her own.

12. When a speaker _____, she restates or summarizes an author's ideas in her own words.

- Illustrates
- Rationalizes
- **Paraphrases**

13. It is only necessary for a speaker to identify his or her source when quoting verbatim—not when paraphrasing. T or F

14. Even if your speech as a whole is ethical, you can still be guilty of _____ plagiarism if you fail to give credit for quotations, paraphrases, and other specific parts of the speech that are borrowed from other people.

- Normal
- **Incremental**
- Technical

15. Protecting a speaker's freedom to express his or her ideas implies agreement with those ideas. T or F

Chapter 3, Listening

1. People spend more time listening than doing any other communicative activity. **T** or **F**
2. Hearing and listening are identical. **T** or **F**
3. Listening for pleasure or enjoyment is called _____ listening.
 - Empathic
 - **Appreciative**
 - Comprehensive
4. _____ is listening to provide emotional support for a speaker.
 - Sincere listening
 - Comprehensive listening
 - **Empathic listening**
 - Critical listening
5. Because the brain can process many more words per minute than we talk, the resulting spare "brain time" makes listening easier. **T** or **F**
6. Listening to understand the message of a speaker is called _____ listening.
 - Sympathetic
 - **Comprehensive**
 - Critical
7. Listening to evaluate a message for the purpose of accepting or rejecting it is called
 - **Critical listening.**
 - Argumentative listening.
 - Judicious listening.
 - Logical listening.

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8. Listening and critical thinking are so closely allied that training in listening is also training in how to think. **T** or **F**

9. The two kinds of listening most closely tied to critical thinking are

- Appreciative listening and empathic listening.
- Empathic listening and comprehensive listening.
- **Comprehensive listening and critical listening.**
- Critical listening and empathic listening.

10. To improve your listening, you should think of listening as a passive process. **T** or **F**

11. Skilled listeners try to remember a speaker's every word. **T** or **F**

12. At a coffee shop on campus, Rachel listens to her friend Shanti discuss his feelings about his mother's recent death. According to your textbook, Rachel is engaged in _____ listening.

- Active
- **Empathic**
- Appreciative
- Critical

13. Your textbook recommends taking word-for-word notes as a way to improve your listening skills. **T** or **F**

14. The first step toward improving your listening skills is to

- Develop note-taking skills.
- Concentrate on a speaker's evidence.
- Accept the speaker's frame of reference.
- **Take listening seriously.**

15. _____ listeners give their undivided attention to the speaker in a genuine effort to understand her or his point of view.

- ___ Formal
- ___ Friendly
- ___ **Active**

16. When business managers are asked to rank-order the communication skills most crucial to their jobs, they usually rank listening as number one. **T** or F

17. Ian is attending a union meeting in which the union president is discussing the company's plan to decrease wages in exchange for an increase in vacation time. As Ian listens, he is trying to determine whether or not to vote for the plan. According to your textbook, Ian is engaged in _____ listening.

- Passive
- Emphatic
- Appreciative
- **Critical**

Chapter 4, Giving Your First Speech

1. The two major steps discussed in this chapter for developing your introductory speech are preparing your speech and delivering your speech. **T** or F

2. Regardless of your topic, you should organize your introductory speech into three parts—introduction, body, and conclusion. **T** or F

3. What method of delivery does this chapter recommend for your introductory speech?
___ **Extemporaneous**, ___ Impromptu, ___ Manuscript, ___ Memorized.

4. What steps should you take when rehearsing your first speech?

- ___ Practice a great deal
- ___ Rehearse out loud
- ___ Ask your friends and family to listen and give you constructive feedback
- ___ Time your speech to be certain it is neither too short nor too long
- ___ **All answers are correct**

5. What elements of speech delivery are discussed in this chapter with regard to presenting your first speech?

- ___ None of these – these are all covered in the later chapter, “Delivery”
- ___ Gestures, Starting Your Speech
- ___ Eye contact, Voice
- ___ Dealing with Nerves
- ___ **Starting Your Speech, Gestures, Eye Contact, Voice, Dealing with Nerves**

Chapter 5, Selecting a Topic and a Purpose

1. _____ is a method of generating ideas for speech topics by free association of words and ideas.

- Imaging
- **Brainstorming**
- Channeling

2. When your general purpose is to _____, you act as a teacher or lecturer.

- **Inform**
- Persuade
- Entertain

3. When you want to change or structure the attitudes of your audience, your general purpose is to _____.

- Inform
- **Persuade**
- Entertain

4. The _____ is a single infinitive phrase that states precisely what a speaker hopes to accomplish in her or his speech.

- Introductory statement
- General purpose statement
- **Specific purpose statement**
- Central idea

5. The _____ is a one-sentence statement that sums up or encapsulates the main points of a speech.

- ___ Signpost
- ___ **Central Idea**
- ___ Internal Summary
- ___ Hypothesis

6. The central idea of a speech is usually formulated before the specific purpose. T or **F**

7. "To persuade my audience that the U.S. space program provides many important benefits to people here on earth" is an example of a(n)

- Hypothesis.
- Internal Preview.
- **Specific Purpose Statement.**
- Topic Summary.

8. Identify the flaw in the following specific purpose statement: "Why should the university raise tuition?"

- It's too specific.
- It's too technical.
- **It's expressed as a question.**
- All answers are correct.

9. Identify the flaw in the following specific purpose statement: "To persuade my audience that Congress should ban smoking in public places and increase spending for education."

- It's too political.
- It expresses the speaker's opinion.
- **It contains two unrelated ideas.**
- All answers are correct.

10. Identify the flaw in the following central idea for a speech: "Something should be done about global warming."

- **It's too vague.**
- It's too persuasive.
- It's too impersonal.
- It's too trivial.

11. Although the specific purpose statement for a speech should not be phrased as a question, it is acceptable to phrase the central idea as a question. T or **F**

12. The _____ is what a speaker wants the audience to remember after it has forgotten everything else in a speech.

- **Residual message**
- Concluding statement
- General purpose
- Attention statement

13. What is the central idea of a speech with the following main points?

I. Isabel Baumfree was born into slavery in the state of New York during the 1790s.

II. After undergoing a conversion experience and changing her name to Sojourner Truth, she began preaching during the 1840s.

III. Over the next few decades, she became a celebrated speaker for various reform causes.

- The life of Sojourner Truth
- Sojourner Truth: From Slavery to Freedom
- To inform my audience about the life of Sojourner Truth.
- **Sojourner Truth was born into slavery, underwent a conversion experience, and became a speaker for various reform causes.**

14. The central idea for a speech should be stated as a full sentence. **T** or F

Chapter 6, Analyzing the Audience

1. The primary purpose of speechmaking is to

- ___ Display your knowledge about a topic
- ___ **Gain a desired response from listeners**
- ___ Enhance the audience's self-concept
- ___ Promote your ethical standards

2. Audience-centeredness involves keeping your audience foremost in mind

- ___ When you deliver your speech
- ___ When you organize and outline your speech
- ___ When you choose a topic for your speech
- ___ **At every step of speech preparation and presentation**

3. Adapting your message to the needs of a particular audience means that you must inevitably compromise your beliefs. T or F

4. One key to successful speaking is determining which audiences are worthy of your best efforts to communicate your ideas. T or F

5. According to your textbook, the tendency of people to be concerned above all with their own values, beliefs, and well-being is called

- **Egocentrism.**
- Audience-centeredness.
- Individualism.
- Pragmatism.

6. The process of creating a bond with listeners by emphasizing common values, goals, and experiences is called _____ by communication scholars.

- association
- **identification**
- cooperation

7. Which of the following does your textbook discuss as major factors in demographic audience analysis?

- Education, cultural background, and interest in the topic
- Physical setting, religion, and audience size
- **Gender, age, group membership, and sexual orientation**
- Social status, ethnicity, and attitude toward the topic

8. Taking account of your listeners' racial, ethnic, or cultural background is an important factor in situational audience analysis. T or F

9. According to your textbook, which of the following is a factor in situational audience analysis?

- **The size of the audience**
- The religion of the audience
- The gender of the audience
- The age of the audience

10. When gauging your audience's disposition toward the speech topic, you should take into account their

- Interest in the topic.
- Knowledge about the topic.
- Attitude toward the topic.
- **All answers are correct.**

11. As a general rule, the larger your audience is, the more formal your speech presentation should be. True or false? **T** or F

12. Questions that require responses at fixed intervals along a scale of answers are called _____ questions.

- ___ Inclusive
- ___ **Scale**
- ___ Open-ended
- ___ Fixed-alternative

13. "Do you think gun control is a workable solution to the problem of violence in U.S. schools?" is an example of a(n) _____ question.

- Inclusive
- **Fixed-alternative**
- Demographic
- Open-ended

14. Mayor Kathleen Baldwin has been asked to address the Wakefield Community Association about the issue of constructing a swimming pool in the neighborhood. The most important factor Baldwin should consider when analyzing her audience is probably its

- Age.
- Gender.
- **Attitude toward the topic.**
- Religion.

15. Dr. Kristin Lutz is preparing an informative talk about the genetic relationship between twins for a group of expectant parents. The most important factor Dr. Lutz should consider when analyzing her audience is probably its

- **Knowledge of the topic.**
- Disposition toward the speaker.
- Cultural background.
- Size.

Chapter 7, Gathering Materials

1. The _____ lists all the books, periodicals, and other resources owned by a library.

- index
- file
- **catalogue**

2. Most library catalogues allow you to search for books by

- author.
- title.
- keyword.
- **All answers are correct.**

3. _____ are used in libraries to classify books and periodicals and to indicate where they can be found on the shelves

- | | |
|-------------------------|----------------------|
| ___ Call numbers | ___ Reference guides |
| ___ Shelf locators | ___ Index marks |

4. If you want to find journal or magazine articles on your speech topic, you should consult a(n)

- Encyclopedia.
- **Periodical database.**
- Reference locator.
- Card catalogue.

5. You should never cite an article in your speech on the basis of the abstract alone. **T** or **F**

6. If you need information from a newspaper such as *The New York Times*, you have little alternative to thumbing through back issues of the paper until you find what you need. **T** or **F**

7. If you need information about a specific person, you should consult a _____ such as *Who's Who*, *Dictionary of Hispanic Biography*, or *Contemporary Black Biography*.

- Yearbook
- **Biographical aid**
- Search engine
- General index

8. Three kinds of search aids discussed in the chapter for finding documents on the Internet are

- Electronic databases, bookmarks, and reference locators.
- Yahoo, AltaVista, and the Librarians' Index to the Internet.
- **Search engines, virtual libraries, and government resources.**
- America Online, Netscape, and Internet Explorer.

9. If there is no clearly identified author for a document on the Internet, you should try to determine the _____ that is responsible for the document.

- Mentor
- Ghost writer
- **Sponsoring organization**
- Collaborator

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10. Even if you can't identify the author or sponsoring organization for an Internet document, you can still use the document in your speech as long as it is up to date. **T** or **F**

11. The most important task in preparing to conduct a research interview is deciding what questions to ask during the interview. **T** or **F**

12. After conducting a research interview, you should wait a few days to review and transcribe your notes. **T** or **F**

13. A _____ is a list, compiled early in the research process, of works that look as if they might contain helpful information about a speech topic.

- Research summary
- **Preliminary bibliography**
- Citation index
- Source guide

14. When taking research notes, you should only write down information that you know you will use in your speech. **T** or **F**

Chapter 8, Supporting Your Ideas

1. Listeners usually find generalizations more interesting and convincing than specific statements. **T** or **F**

2. The three kinds of supporting materials discussed in your textbook are

- Questions, answers, and conclusions.
- **Statistics, examples, and testimony.**
- Generalizations, statements, and opinions.
- Descriptions, figures, and analysis.

3. A(n) _____ is a specific case used to illustrate or represent a group of people, ideas, conditions, experiences, or the like.

___ **Example**

___ Phenomenon

___ Testimonial

4. Examples are especially useful for getting listeners involved in a speech. **T** or **F**
5. A hypothetical example is an example that describes an imaginary or fictitious situation. **T** or **F**
6. A(n) _____ example is a specific case referred to in passing to illustrate a point.

- **Brief**
- Irregular
- Minor

7. According to your textbook, a(n) _____ example is a story, narrative, or anecdote developed at some length to illustrate a point.

- General
- **Extended**
- Illustrative

8. The impact of an extended example often depends as much on the speaker's delivery as on the content of the example. **T** or **F**

9. The _____ is the number that occurs most frequently in a group of numbers.

- Mean
- Median
- **Mode**

10. What is the median in the following set of numbers: 500, 600, 650, 700, 750?

- 500
- 600
- **650**
- 700
- 750

11. The term for the statistical measure popularly known as the "average" is the _____.

- **Mean**
- Median
- Mode

12. The main purpose of using statistics in a speech is to make the speech more vivid. T or **F**

13. According to your textbook, if you quoted your sixteen-year-old niece on the impact of media violence on high-school students, you would be using _____ testimony.

- regular
- individual
- **peer**

14. Research indicates that the impact of examples is greatly enhanced when they are followed by _____ that show the examples are typical.

- Axioms
- Comparisons
- **Statistics**

15. In most cases, statistics speak for themselves and do not require a lot of explanation when used in a speech. T or **F**

16. When using statistics in a speech, you should

- Round off complicated statistics.
- Identify the sources of your statistics.
- Use statistics sparingly.
- **All answers are correct.**

17. According to your textbook, what type of supporting material would you be using if you quoted Yale physicist Daniel Timbie on the compatibility of the big bang theory with religious philosophies?

- **Expert testimony**
- Scientific testimony
- Instrumental testimony
- Formal testimony

18. To restate or summarize a source's ideas in one's own words is to

- Generalize.
- Quote informally.
- Quote out of context.
- **Paraphrase.**

Chapter 9, Organizing the Body of the Speech

1. Research shows that a well-organized speech can increase the speaker's competence and trustworthiness in the minds of listeners. **T** or **F**

2. _____ organization involves putting a speech together in a particular way to achieve a particular result with a particular audience.

- Logical
- **Strategic**
- Linguistic
- Formal

3. The _____ is the longest and most important part of the speech.

___ Introduction

___ **Body**

___ Conclusion

4. It is important to know your main points before you begin researching your speech. T or **F**

5. Most speeches should have six to ten main points. T or **F**

6. The most effective order of main points in a speech depends on your

- **Topic, Purpose, and Audience.**
- Assignment, Credibility, and Research.
- Supporting Materials, Connectives, and Introduction.
- Conclusion, Reasoning, and Background.

7. _____ order is a method of speech organization in which the main points follow a directional pattern.

- ___ Causal
- ___ Chronological
- ___ **Spatial**

8. Here are the main points for an informative speech:

- I. In 1827, the Cherokee tribe of Georgia declared themselves an independent state.
- II. From 1828 to 1834, the Georgia legislature passed laws that destroyed the Cherokee political structure.
- III. During the winter of 1838, the Cherokee were driven out of Georgia in a tragic march along a route that became known as the Trail of Tears.

These main points are arranged in _____ order.

- ___ Spatial
- ___ **Chronological**
- ___ Topical

9. _____ order results when you divide the speech topic into subtopics, each of which becomes a main point in the speech.

- ___ **Topical**
- ___ Structural
- ___ Formal

10. Here are the main points for an informative speech about UFOs:

- I. Roswell, New Mexico, has been the focus of intense speculation about UFOs since a mysterious aircraft crashed there in 1947.
- II. Area S-4 of Nellis Air Force range in Groom Lake, Nevada, is believed by some people to be a scene of UFO activity.

III. Other places known for reported UFO activities include Wisconsin, Alabama, and upstate New York.

These main points are arranged in _____ order.

- ☐ **Spatial**
- ☐ Analytical
- ☐ Scenic

11. A _____ is a word or phrase that connects the ideas of a speech and indicates the relationship between them.

- ☐ Link
- ☐ **Connective**
- ☐ Bridge

12. If the following statement occurred in the body of a speech, it would be an example of what kind of connective?

As I shall explain next, solving the problem of groundwater contamination involves two steps: limiting new development and requiring builders to use more efficient septic systems.

- ☐ Transition
- ☐ Internal Summary
- ☐ **Internal Preview**
- ☐ Paraphrase

13. As explained in your textbook, words or phrases that indicate when a speaker has completed one thought and is moving to another are called bridges. **T** or **F**

14. Words such as "First," "Next," "Finally," and "Above all" are often used as _____ to indicate where a speaker is in the speech or to help focus attention on key issues.

- ☐ Transitions
- ☐ Tags
- ☐ **Signposts**

15. Questions are particularly effective as signposts because they invite subliminal answers and thereby get the audience more involved in the speech. **T** or **F**

16. According to your textbook, if the following statement occurred in the body of a speech, it would be an example of what kind of connective?

So far we have learned that Sor Juana was a Mexican nun who lived during the seventeenth century and that she was exceptionally educated for a woman of her time.

☐ Transition

☒ **Internal Summary**

☐ Paraphrase

17. Which organizational pattern would be most effective for arranging the main points of a speech with this specific purpose: "To inform my audience about the four major elements in a landscape painting"?

☒ **Topical**

☐ Chronological

☐ Causal

18. Here are the main points for an informative speech about hospital-acquired infections:

I. Over the past 20 years, the rate of hospital-acquired infections has increased dramatically.

II. The two major causes for this increase are poor sanitary procedures in hospitals and the emergence of new strains of infections.

These main points are arranged in _____ order.

☐ Topical

☐ Chronological

☒ **Causal**

19. When preparing main points for a speech, you should

☐ phrase them as questions to gain attention

☐ vary the wording of each point to maintain interest

☐ try to get as many ideas as possible into each point

☒ **balance the amount of time devoted to each point.**

20. Here are the main points for a speech about swing music:

I. Swing music involves a slight rhythmic hesitation.

II. Swing music is rooted in jazz forms such as ragtime and blues.

III. Swing music is closely identified with the "Big Band" sound.

These main points are arranged in _____ order.

☐ Formal

☐ Chronological

☒ **Topical**

21. Which organizational pattern would be most effective for arranging a speech with this central idea: "The problem of adult illiteracy can be solved by a combination of individual and government action."

- ☐ Topical order
- ☒ **Problem-Solution order**
- ☐ Chronological order
- ☐ Causal order

22. Here are the main points for a speech about the major steps of treating a person in shock.

- I. First, you must position the victim to prevent further injury.
- II. Second, you need to keep the victim warm.
- III. Third, you should administer fluids if the victim is conscious.

These main points are arranged in _____ order.

- ☐ descending
- ☒ **chronological**
- ☐ topical