

Chapter 1 TEST

Name: _____

- 1) When you copy the behavior of others, you are engaged in formal learning. 1) _____
- 2) A public speaking class provides technical learning. 2) _____
- 3) Public speaking involves a combination of public and private purposes. 3) _____
- 4) Public speaking skills are used on important, but infrequent, occasions. 4) _____
- 5) People in higher education believe public speaking is something that well-educated and community-oriented people must be able to do. 5) _____
- 6) Listening to speeches in class will help you to become a better critical listener and thinker. 6) _____
- 7) Studying oral communication helps you become a more shrewd consumer of oral messages. 7) _____
- 8) Ethical principles go beyond the concept of integrity. 8) _____
- 9) Technical learning is when you learn from the explanations of others. 9) _____
- 10) Silence within a group or community can make you invisible. 10) _____
- 11) Communities are defined into existence by private talk. 11) _____
- 12) A speech is a casual recitation or musing. 12) _____
- 13) Oral skills come naturally. 13) _____
- 14) Speaking is essentially a one-way activity, with an active speaker transmitting a message to a receptive listener. 14) _____
- 15) Since we learn to speak easily, effective oral skills come to us naturally. 15) _____
- 16) Public speaking can be characterized as a public and personal activity. 16) _____
- 17) When whole peoples are forced or frightened into silence, they are in danger of being eliminated. 17) _____
- 18) Audience analysis is the key to successful speech making. 18) _____
- 19) To be successful, a speaker needs feedback as to what has gone on in the listener's minds during the speech. 19) _____
- 20) Communicating is doing public work. 20) _____

Chapter 1 TEST

me: _____

1) Answer: FALSE

2) Answer: TRUE

3) Answer: TRUE

4) Answer: FALSE

5) Answer: TRUE

6) Answer: TRUE

7) Answer: TRUE

8) Answer: TRUE

9) Answer: TRUE

10) Answer: TRUE

11) Answer: FALSE

12) Answer: FALSE

13) Answer: FALSE

14) Answer: FALSE

15) Answer: FALSE

16) Answer: TRUE

17) Answer: TRUE

18) Answer: TRUE

19) Answer: TRUE

20) Answer: TRUE

Chapter 6 TEST

Name: _____

- 1) In deciding what support to provide your listeners, you need to test the authorities and their special interests in making and defending claims. 1) _____
- 2) Biographical dictionaries or indexes are particularly helpful in documenting the qualifications of authorities whose testimony you may quote. 2) _____
- 3) The more able you are to narrow and coordinate the key words in your computer search, the more likely you are to get usable material. 3) _____
- 4) Speakers with high credibility need more supporting materials than speakers with low credibility. 4) _____
- 5) Good communication skills and a well-thought-out set of questions builds rapport in interview situations. 5) _____
- 6) Photocopying materials can not be an adequate substitution for careful note-taking. 6) _____
- 7) Encyclopedias try to cover the entire field of human knowledge. 7) _____
- 8) Interviews tend to be one-sided processes. 8) _____
- 9) If your audience's attention or comprehension is low, use more statistics. 9) _____
- 10) MEDLINE is a computer database useful for finding information on psychological and scientific studies of diseases and other medical problems. 10) _____
- 11) Many news-oriented programs on radio and TV will provide printed transcripts of the show. 11) _____
- 12) If you record a complete citation, there is no reason to record the call number or location of the source. 12) _____
- 13) A very useful person in helping you find material in the library is the circulation librarian. 13) _____
- 14) Letters are legitimate sources for supporting materials. 14) _____
- 15) You are more likely to find historical statistics in a television program than in print materials. 15) _____
- 16) Notecards should reflect a classification scheme that relates information to particular themes or points of the speech. 16) _____
- 17) If your topic is abstract or distant from your listener's experiences, use concrete supporting materials. 17) _____
- 18) Proper citation of authorities can add to your credibility. 18) _____

Chapter 6 TEST

Name: _____

- 1) Answer: TRUE
- 2) Answer: TRUE
- 3) Answer: TRUE
- 4) Answer: FALSE
- 5) Answer: TRUE
- 6) Answer: FALSE
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- 8) Answer: FALSE
- 9) Answer: FALSE
- 10) Answer: TRUE
- 11) Answer: TRUE
- 12) Answer: FALSE
- 13) Answer: FALSE
- 14) Answer: TRUE
- 15) Answer: FALSE
- 16) Answer: TRUE
- 17) Answer: TRUE
- 18) Answer: TRUE
- 19) Answer: FALSE
- 20) Answer: TRUE

Chapter 7 TEST

Name: _____

- 1) When comparisons or contrasts are used, one or more of the items should be familiar to the audience. 1) _____
- 2) Contrasts can be used to clarify and strengthen arguments. 2) _____
- 3) The most important value of statistics lies in the numbers themselves. 3) _____
- 4) The power of specific instances comes from the vivid detail that they provide. 4) _____
- 5) If you need to create interest in your speech, you should make use of examples, illustrations, and stories. 5) _____
- 6) Contrasts help to clarify by stressing differences. 6) _____
- 7) The functions of supporting materials are to clarify, amplify and signify. 7) _____
- 8) Segmented statistics would be especially helpful in amplifying ideas. 8) _____
- 9) An assertion is a claim made with corroborating evidence. 9) _____
- 10) An explanation is an effective form of support to clarify or amplify an idea, but it is not very effective as a form of proof. 10) _____
- 11) If you are an expert on the topic being discussed, you don't need to develop much in the way of other supporting material. 11) _____
- 12) When people can feel the immediacy and intensity of the issue proposed, they are more likely to change their attitudes because it is vivid and easily remembered. 12) _____
- 13) The best testimony comes from subject-matter experts whose qualifications are unfamiliar to the audience. 13) _____
- 14) Testimony could be a helpful form of support in clarifying ideas. 14) _____
- 15) Plagiarism is the theft of ideas. 15) _____
- 16) Statistics and testimony are beneficial when the idea is controversial or if the audience is hostile. 16) _____
- 17) All numbers are, in some sense, statistics. 17) _____
- 18) Plagiarism is claiming someone else's ideas, information, or phraseology as your own. 18) _____
- 19) Explanations can both clarify and prove. 19) _____
- 20) A hypothetical illustration, although it is imaginary, MUST seem believable to the audience. 20) _____

Chapter 7 TEST

Name: _____

- 1) Answer: TRUE
- 2) Answer: TRUE
- 3) Answer: FALSE
- 4) Answer: FALSE
- 5) Answer: TRUE
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- 7) Answer: FALSE
- 8) Answer: FALSE
- 9) Answer: FALSE
- 10) Answer: TRUE
- 11) Answer: FALSE
- 12) Answer: TRUE
- 13) Answer: FALSE
- 14) Answer: FALSE
- 15) Answer: TRUE
- 16) Answer: TRUE
- 17) Answer: FALSE
- 18) Answer: TRUE
- 19) Answer: FALSE
- 20) Answer: TRUE

Chapter 9 TEST

Name: _____

- 1) When using novelty, it is best to blend in a little that is familiar as well.
- 2) Occasions such as commencement addresses, acceptance of awards, and holidays virtually dictate a reference to the reason the speaker is there.
- 3) When confronted with indifference or distrust, take steps in the conclusion to change these attitudes.
- 4) Because first impressions are so important, a speaker must pay special attention to the recency effect.
- 5) According to a classic study, the average speaker spends about 10 percent of the total speech on the introduction and 5 percent on the conclusion.
- 6) A personal reference, that is emotional and apologetic, will help establish goodwill with the audience and gain attention.
- 7) If an audience comes to see a demonstration of first aid techniques, a statement of the specific subject may be an appropriate introduction.
- 8) On certain occasions, a speaker can open a speech with what is sometimes referred to as the "shock technique."
- 9) Every speech, whether long or short, needs a beginning, middle, and end.
- 10) It is acceptable to comment on the differences between your views and those of your listeners.
- 11) The use of personal references are best limited to situations where the speaker is not well known.
- 12) Apologetic introductions suggest that your audience need not waste time listening.
- 13) If your audience is skeptical about your subject, your best approach would be to directly state the subject and proceed to your first main point.
- 14) All introductions should try to win the goodwill of your listeners.
- 15) You would be well advised not to use a personal reference introduction with a hostile or skeptical audience.
- 16) An appropriate speech summary reflects upon, as well as reviews, the main ideas of the speech.
- 17) According to the text, the ability to focus on one element in a given perceptual field is called selective perception.
- 18) Using someone else's words in the conclusion clouds the focus of the speech.
- 19) Personal references are especially helpful when the speaker is not well known to the audience.
- 20) A question, whether rhetorical or not, can help to spark thinking about your subject.

Chapter 9 TEST

Name: _____

- 1) Answer: TRUE
- 2) Answer: TRUE
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- 8) Answer: TRUE
- 9) Answer: TRUE
- 10) Answer: TRUE
- 11) Answer: FALSE
- 12) Answer: TRUE
- 13) Answer: FALSE
- 14) Answer: TRUE
- 15) Answer: FALSE
- 16) Answer: TRUE
- 17) Answer: FALSE
- 18) Answer: FALSE
- 19) Answer: FALSE
- 20) Answer: TRUE