A Concise Public Speaking Handbook 6th edition Beebe Test Bank

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Test Bank Chapter 1

1-1 Multiple Choice

1-1.1. Public speaking teaches strategies for _____ and _____.
A) listening; visualizing
B) effective delivery; critical listening
C) strong confidence; effective speaking
D) organized delivery; simple encoding

Answer: B
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: easy
Skill: Remember the Facts

1-1.2. According to the text, studying public speaking will result in long-term advantages related to _____ and _____.
A) empowerment; employment
B) relationships; self-esteem
C) intelligence; leadership
D) leadership; relationships

Answer: A
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: easy
Skill: Remember the Facts

1-1.3. Rachel is called on to speak in front of her Theories of Education class, but she is not nervous because she has gained confidence and competence in her public speaking class; your text refers to this as _____.
A) personal expression
B) declamation
C) effectiveness
D) empowerment

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Answer: D
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: moderate
Skill: Apply What You Know

1-1.4. Melissa is up against Rubi for a position in a sales company. Both are equally qualified, but when asked to sell a pen to their potential employer, Rubi excels while Melissa fumbles through her sales pitch. Which of the following is the most likely reason Melissa will not get the job?
A) Melissa's education didn't involve instruction in selling pens.
B) Rubi is a close friend of a manager in another department.
C) Melissa lacks public speaking competence because she never studied it.
D) Fake sales pitches are a terrible way to judge a candidate's sales ability.

Answer: C
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: moderate
Skill: Apply What You Know

1-1.5. The nineteenth-century practice of delivering famous speeches from history, instead of writing one's own speeches, is
A) formulation.
B) declamation.
C) lecturing.
D) public address.

Answer: B
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: moderate
Skill: Understand the Concepts

1-1.6. Speakers who express their emotions through posture, movement, gestures, facial expressions, and voice are practicing the art of

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A) pontification.
B) prophesy.
C) declamation.
D) elocution.

Answer: D
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: moderate
Skill: Understand the Concepts

1-1.7. Which of the following statements BEST characterizes public speaking in the twentieth and twenty-first centuries?
A) Students of public speaking practice the arts of declamation and elocution.
B) Great orators continue to refine guidelines for public speakers.
C) Audio, video, computer, and mobile technologies let speakers reach worldwide audiences and expand the parameters of public speaking.
D) Age-old public speaking traditions are no longer relevant as we develop new and improved methods for addressing some of the most difficult challenges in history.

Answer: C
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: moderate
Skill: Understand the Concepts

1-1.8. Translating ideas and images in the speaker's mind into verbal or nonverbal symbols that an audience can recognize is termed _____.
A) listening
B) feedback
C) encoding
D) decoding

Answer: C
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.

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Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.9. If a speaker has trouble finding words to convey ideas or sends contradictory nonverbal symbols, listeners may not be able to _____ the speaker's verbal and nonverbal symbols back into a message.
A) encode
B) codify
C) decode
D) externalize

Answer: C
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-1.10. While listening to a speech about the rules of cricket, Terry has trouble understanding the speaker's terminology. In this circumstance, Terry is experiencing problems with _____.
A) feedback
B) decoding
C) encoding
D) the channel

Answer: B
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Apply What You Know

1-1.11. Antonio's PowerPoint presentation transmits a message to his audience via the _____ channel.
A) auditory

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B) visual
C) internal
D) tactile

Answer: B
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Apply What You Know

1-1.12. A message is usually transmitted via two channels:
A) listening and eye contact.
B) visual and auditory.
C) visual and nonverbal.
D) voice and inflection.

Answer: B
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.13. Vijay just transferred to a university in Southern California. In his public speaking class, he gave an introductory speech in which he made jokes about his previous university. But the audience, who had never been to Vijay's previous university, didn't laugh at his humor. Which of the following statements BEST applies to this situation?
A) Vijay didn't adapt his speech to be receiver- or audience-centered.
B) Vijay should have known that humor works only when professionals use it.
C) Vijay didn't do anything wrong; the audience should have laughed.
D) Vijay should have known that most audiences don't appreciate humor in a speech.

Answer: A
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.

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Topic: The Communication Process
Difficulty: moderate
Skill: Apply What You Know

1-1.14. What is the term for something that interferes with the communication of a message?
A) channel confusion
B) decoding
C) noise
D) encoding

Answer: C
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-1.15. Which of the following is affected by a speaker's posture and gestures?
A) Visual communication channel
B) Auditory communication channel
C) Internal noise
D) Context

Answer: A
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.16. Incessant coughing or a noisy air conditioner are examples of _____.
A) feedback
B) misinterpretation
C) external noise
D) internal noise

Answer: C
Chapter number: 01

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Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.17. Inflection, rate, and voice quality are all traits of
A) psychological noise.
B) visual cues.
C) symbols.
D) vocal cues.

Answer: D
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.18. Ada signed up to be last in the speaking order because she stayed up all night studying for an exam. Ada feels so tired that she doesn't even realize it's time for her to speak until the teacher calls her name twice. What is Ada experiencing?
A) internal noise
B) an encoding-decoding breakdown
C) external noise
D) poor channel selection

Answer: A
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Apply What You Know

1-1.19. Colin had researched, outlined, and practiced his speech carefully, but on the day he was to give the speech, he found out a family member was in the hospital. He found it impossible to keep his mind on his speech or his audience and continually lost his place. What public speaking

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term BEST describes this situation?
A) psychological noise
B) speaker anxiety
C) auditory channel deficiency
D) physiological noise

Answer: A
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Apply What You Know

1-1.20. One way that public speaking differs from casual conversation is that the public speaker
A) uses a greater variety of slang words.
B) captures the attention of their listener.
C) uses visual aids.
D) has a more clearly defined role.

Answer: D
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.21. Without an audience to hear and provide _____, public speaking serves little purpose.
A) noise
B) encoding
C) feedback
D) content

Answer: C
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.

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Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-1.22. The environment or situation in which a speech occurs is _____.
A) a channel
B) feedback
C) the context
D) the message

Answer: C
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.23. A speaking venue that is hot, crowded, or poorly lit can make it difficult for a speaker to deliver a speech and an audience to receive a speech. This demonstrates the impact of _____ on both speaker and audience.
A) context
B) channels
C) encoding
D) decoding

Answer: A
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.24. The speaker's and audience's cultural traditions and expectations, their identification with groups and society, and their level of perceived power, influence, and social standing are all elements of
A) cultural context.
B) physical context.
C) external noise.

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D) internal noise.

Answer: A
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-1.25. One of the ways that public speaking and conversation are different is that public speaking is _____.
A) unplanned
B) more formal
C) less complicated
D) more casual

Answer: B
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-2 True/False

1-2.1. The ability to speak with competence and confidence will provide empowerment.

Answer: True
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: easy
Skill: Remember the Facts

1-2.2. Public speaking skills can make you more confident, but they have no impact on your long-term employment success.

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Answer: False
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: easy
Skill: Remember the Facts

1-2.3. During the golden age of public speaking, the Greek philosopher Aristotle formulated, and Roman orators refined, guidelines for speakers that we still follow today.

Answer: True
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: easy
Skill: Remember the Facts

1-2.4. In the twenty-first century, students of public speaking practice only the art of declamation —the delivery of an already famous address.

Answer: False
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: easy
Skill: Remember the Facts

1-2.5. It is an audience member's responsibility to properly encode a speaker's remarks.

Answer: False
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: easy
Skill: Remember the Facts

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1-2.6. A receiver's decoding of a message is dependent on their own particular blend of past experiences, attitudes, beliefs, and values.

Answer: True
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-2.7. In a two-person communication transaction, both individuals are sending and receiving at the same time.

Answer: True
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-2.8. Public speaking is less structured and more interactive than conversation.

Answer: False
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-2.9. Public speaking is more planned and formal than conversation.

Answer: True
Chapter number: 01
Module number: 1.3

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Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-2.10. Slang expressions are perfectly appropriate for most types of public speaking.

Answer: False
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-3 Fill-in-the-blank

1-3.1. The ability to speak with competence and confidence will provide _____, which will give you an edge over less-skilled communicators.

Answer: empowerment
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: easy
Skill: Remember the Facts

1-3.2. In a nationwide survey, prospective employers of college graduates said they seek candidates with _____ and _____ ability.

Answer: public speaking; presentation
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: easy
Skill: Remember the Facts

1-3.3. _____ skills, including public speaking, are considered the top factor in helping

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college graduates obtain employment.

Answer: Communication
Chapter number: 01
Module number: 1.1
Learning Objective: 1.1 Explain why it is important to study public speaking.
Topic: Why Study Public Speaking?
Difficulty: moderate
Skill: Understand the Concepts

1-3.4 The Greek philosopher _____ formulated guidelines for speakers that we still follow today.

Answer: Aristotle
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: moderate
Skill: Understand the Concepts

1-3.5. The expression of emotion through posture, movement, gestures, facial expression, and voice is known as _____.

Answer: elocution
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: easy
Skill: Remember the Facts

1-3.6. _____ is the practice of public speaking by delivering an already famous address.

Answer: Declamation
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking.
Topic: The Rich Heritage of Public Speaking
Difficulty: easy
Skill: Remember the Facts

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1-3.7. Even the earliest communication theorists recognized that communication is a _____.

Answer: process
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-3.8. The _____ in public speaking is the speech itself—both what is said and how it is said.

Answer: message
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-3.9. The two types of channels used to transmit a message from sender to receiver are _____ and _____.

Answer: visual; auditory
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: moderate
Skill: Understand the Concepts

1-3.10. Aids such as PowerPoint slides are transmitted along the _____ channel.

Answer: visual
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.

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Topic: The Communication Process
Difficulty: easy
Skill: Remember the Facts

1-4 Essay

1-4.1. Discuss the heritage of public speaking beginning with the Greeks to the present. Give specific examples of the differences in presentation style for each era.

Answer: Answers should include:
First to fourth centuries: The golden age of public speaking; the Greek philosopher Aristotle formulated, and Roman orators refined, guidelines for speakers that we still follow today.
Nineteenth century: Students practiced declamation and elocution.
Twentieth and twenty-first centuries: Audio, video, computer, and mobile technologies let speakers reach worldwide audiences and expand the parameters of public speaking as they draw on age-old public-speaking traditions.
Chapter number: 01
Module number: 1.2
Learning Objective: 1.2 Discuss in brief the history of public speaking
Topic: The Rich Heritage of Public Speaking
Difficulty: difficult
Skill: Analyze It

1-4.2. Explain how encoding and decoding operate in the public speaking context.

Answer: Answers should include:
Encode: A speaker, or source, translates the images in their mind into a code made up of verbal (speech) or nonverbal (gestures) symbols that an audience can recognize.
Decode: Listeners receive a code through visual and auditory channels and translate the speaker's verbal and nonverbal symbols back into a message. Listeners may not be able to decode the message if speakers have trouble finding words to convey ideas or if they are sending contradictory nonverbal symbols.
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: difficult
Skill: Analyze It

1-4.3. List and discuss the components of the visual and auditory channels of communication.

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Answer: Answers should include:
Visual: Audience members see the speaker and decode the nonverbal symbols—eye contact (or lack of it), facial expressions, posture, gestures, and dress. If the speaker uses any visual aids, such as PowerPoint slides or models, these too are transmitted along the visual channel.
Auditory: The auditory channel opens as the speaker speaks. Audience members hear words and such vocal cues as inflection, rate, and voice quality.
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: difficult
Skill: Analyze It

1-4.4. Internal and external noise can interfere with the transmission of a message. Briefly define these two terms and offer an example of each.

Answer: Examples will vary, but answers should include the following definitions:
External noise: External sources that interfere with the communication of a message, such as incessant coughing.
Internal noise: Internal message disruption in the form of physiological noise, such as a bad cold, and psychological noise, such as worrying about an upcoming exam.
Chapter number: 01
Module number: 1.3
Learning Objective: 1.3 Sketch and explain a model that illustrates the components and the process of communication.
Topic: The Communication Process
Difficulty: difficult
Skill: Analyze It

1-4.5. Discuss the impact of context on both the speaker and the audience. Provide specific examples of how context can affect the public speaking experience.

Answer: Examples will vary, but context includes both the speaker's and the audience's physical environment and their cultural traditions and expectations. If the room is hot, crowded, or poorly lit, these physical conditions affect both speaker and audience. Cultural context affects who we communicate with, as well as what may be perceived as appropriate or inappropriate communication based on cultural expectations and norms.
Chapter number: 01
Module number: 1.3
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Topic: The Communication Process
Difficulty: difficult
Skill: Analyze It

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