# *Speak Up An Illustrated Guide to Public Speaking 4th edition Fraleigh Test Bank*

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1. When delivering a speech, talent is more important than preparation.
   A) True
   B) False

2. Public speakers typically overplan and overpractice.
   A) True
   B) False

3. Cicero's classical canons of rhetoric form the basis of modern-day speech preparation.
   A) True
   B) False

4. In classical speech preparation, invention is the choice of language that will best express a speaker's ideas.
   A) True
   B) False

5. Most speeches have an introduction, a body, and a conclusion.
   A) True
   B) False

6. When analyzing audiences, speakers should consider listeners' backgrounds.
   A) True
   B) False

7. A speech about water conservation in the residence halls, to combat the recent water shortage, would not be a good idea.
   A) True
   B) False

8. Most topics are too narrow for a five- or ten-minute presentation.
   A) True
   B) False

9. In a speech, the rhetorical purpose is the question that remains unanswered.
   A) True
   B) False



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10. Speeches are usually designed to inform, persuade, or mark a special occasion.
    A) True
    B) False

11. The thesis statement reflects the overall essence of the message of a speech.
    A) True
    B) False

12. The main points of a speech should support the thesis statement.
    A) True
    B) False

13. Definitions, statistics, and narratives are all examples of main points.
    A) True
    B) False

14. The brainstorming process can yield a speech's supporting materials.
    A) True
    B) False

15. The introduction of a speech is where speakers develop the main points of their topics.
    A) True
    B) False

16. According to the principle of subordination, each subpoint must relate to the main point it supports.
    A) True
    B) False

17. Speakers first establish their credibility in the bodies of their speeches.
    A) True
    B) False

18. The conclusion of a speech consists of a summary of main points and a clincher.
    A) True
    B) False



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19. Transitions are particularly helpful between a speech's main points.
    A) True
    B) False

20. An audio recording of a bird call played during a speech is an example of diction.
    A) True
    B) False

21. Speakers who have mastered extemporaneous delivery are able to speak comfortably in front of audiences without reading their notes word-for-word.
    A) True
    B) False

22. Slight nervousness can be beneficial when delivering a speech.
    A) True
    B) False

23. To reduce stress, visualization should be as general as possible.
    A) True
    B) False

24. In a mediated presentation, your speech will be transmitted through a mechanical or an electronic medium.
    A) True
    B) False

25. Even if a speaker makes a mistake during a speech, he or she should not give up.
    A) True
    B) False



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## Answer Key

1. B
2. B
3. A
4. B
5. A
6. A
7. B
8. B
9. B
10. A
11. A
12. A
13. B
14. A
15. B
16. A
17. B
18. A
19. A
20. B
21. A
22. A
23. B
24. A
25. A



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1. Inexperienced public speakers typically experience which of the following problems?
   A) Allowing insufficient time for planning and practicing
   B) Choosing topics that are too specific
   C) Focusing on quality instead of quantity
   D) Following the assignment precisely
   E) Giving a fluent, extemporaneous delivery

2. What is a major part of the invention element of speech preparation?
   A) Arrangement of content
   B) Focus on statistics
   C) Generation of ideas
   D) Masking of the truth
   E) Recall of examples

3. Audience analysis and research tie most closely to which one of the five key elements of speech preparation?
   A) Arrangement
   B) Delivery
   C) Invention
   D) Memory
   E) Style

4. Effective public speakers use arrangement to ensure
   A) appropriate topic choice.
   B) clear and memorable messages.
   C) memorization of their speech.
   D) nonverbal delivery.
   E) unbiased language.

5. During speech preparation, speakers can best avoid biased language through their
   A) arrangement.
   B) delivery.
   C) invention.
   D) memory.
   E) style.



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6. In the speech preparation process, a speaker's command of the material is closest to which key element?
   A) Arrangement
   B) Conclusion
   C) Memory
   D) Organization
   E) Style

7. Speakers who raise and lower their voices during their speeches are attending to which of the following key elements of speech giving?
   A) Content
   B) Delivery
   C) Focus
   D) Length
   E) Memory

8. During audience analysis, speakers should focus on
   A) content differences.
   B) fictional points.
   C) listeners' interests and backgrounds.
   D) personal preferences.
   E) tropes.

9. To be effective, the topic of a speech should be which of the following?
   A) Appealing to the audience and speaker
   B) Common in the mainstream media
   C) Interesting only to the speaker
   D) Potentially sensitive to some listeners
   E) Wide ranging and highly technical

10. The primary goal of a speech is called the
   A) classical element.
   B) defining delivery.
   C) persuasion point.
   D) rhetorical purpose.
   E) subjective approach.



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11. A speech that is designed to influence listeners to buy organic cleaning products has which of the following main objectives?
    A) Assuming
    B) Distorting
    C) Informing
    D) Overpowering
    E) Persuading

12. Which of the following reflects a speech's main message and rhetorical purpose?
    A) Bibliographic content
    B) Brainstorming session
    C) Delivery style
    D) Subordination point
    E) Thesis statement

13. Which of the following presentation elements help audience recall by supporting the thesis statement?
    A) Audience preferences
    B) Main points
    C) Presentation aids
    D) Style choices
    E) Transition words

14. In a speech, examples, testimony, statistics, and narratives are all considered
    A) bibliographic information.
    B) delivery supports.
    C) presentation aids.
    D) rhetorical content.
    E) supporting materials.

15. Which of the following is *not* considered bibliographic information?
    A) Audience backgrounds
    B) Author credentials
    C) Page citations
    D) Publication date
    E) Source name



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16. Which of the following is the core of a speech?
    A) Body
    B) Conclusion
    C) Introduction
    D) Subordination
    E) Subpoints

17. In a speech outline, subpoints are designed to
    A) allow room for interpretation.
    B) emphasize gaps in knowledge.
    C) explain, prove, or expand on main points.
    D) move the reader between pauses.
    E) show the audience the “bottom line.”

18. What part of a speech's introduction briefly lists the speech's main points?
    A) Attention-getter
    B) Clincher
    C) Preview
    D) Rhetoric
    E) Subordination

19. During a speech, the speaker should summarize main points and provide a clincher in the
    A) conclusion.
    B) delivery.
    C) introduction.
    D) research.
    E) thesis.

20. A closing sentence or paragraph that leaves the audience with a vivid memory of a speech is called
    A) an attention-getter.
    B) a clincher.
    C) a deviator.
    D) a subordinate.
    E) a tie-in.



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21. Which of the following is an example of a speech transition?
    A) "Are there questions?"
    B) "Becoming a scuba diver takes time."
    C) "Now that we have discussed jaguars, let's move on to cheetahs."
    D) "Yes, that's true."
    E) "You are the next speaker."

22. When speakers are able to speak comfortably without reading their outline word-for-word, they are said to have mastered
    A) audience analysis.
    B) extemporaneous delivery.
    C) extracurricular content.
    D) stylistic differences.
    E) transitional markers.

23. To be effective, speakers should do all of the following *except*
    A) allow long pauses and gaps.
    B) convey interest in the topic.
    C) keep eye contact with listeners.
    D) maintain an even speech rate.
    E) project their voice.

24. In speech giving, what is the role of visualization?
    A) Allowing the speaker to see the audience
    B) Giving the audience visual aids
    C) Providing a means of audience distraction
    D) Reducing the speaker's anxiety
    E) Reinforcing weak points in content

25. Speakers who experience the most anxiety just before their presentations should
    A) look above the heads of their listeners.
    B) read from their notes and avoid transitions.
    C) speak as quickly as possible.
    D) visualize all possible problems.
    E) volunteer to speak first.



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## Answer Key

1. A
2. C
3. C
4. B
5. E
6. C
7. B
8. C
9. A
10. D
11. E
12. E
13. B
14. E
15. A
16. A
17. C
18. C
19. A
20. B
21. C
22. B
23. A
24. D
25. E



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1. Using Martin Luther King Jr. as an example, prove the maxim “Preparation and perseverance are the keys to a successful speech.”

2. Devise a scenario in which a beginning speaker gives a speech and experiences common problems. Then rewrite the scenario using an experienced speaker. Be sure to explain how the second speaker avoided the first speaker's problems.

3. Apply Cicero's five classical elements of speech preparation to modern-day presentations. Name each element, and explain how it supports effective speech delivery.

4. Choose a topic for a speech to your peers, and provide full sentences for your main points. Explain the goal of your presentation, the interest to your audience, and why you chose your main points.

5. Craft a plan for speakers who experience anxiety before and during speeches. Include techniques ranging from preparation and research to visualization and relaxation.



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## Answer Key

1.
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5.



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1. In the _____ stage of speech preparation, speakers generate ideas for their speeches.

2. _____ refers to the process of structuring ideas to convey them effectively to an audience.

3. Through effective _____, speakers state their ideas clearly, make their ideas memorable, and avoid bias.

4. The work that speakers do to remain in command of their speech material is known as _____.

5. _____ refers to speakers' use of their voice and body during presentations.

6. Through _____ _____, speakers can learn about their listeners' interests and backgrounds and best tailor their speeches.

7. The _____ of a speech is also known as the subject.

8. The primary goal of a speech, such as informing or persuading, is the speech's _____ _____.

9. “Today let us celebrate the forty-year anniversary of the Immaculata Mighty Macs, winners of the first women's national college basketball tournament” is an example of a(n) _____ _____.

10. By calling attention to a speech's _____ _____, a speaker can help his or her audience understand and remember the speech's most important ideas.

11. In a speech, _____ _____ are used to flesh out a speaker's claims.

12. Speakers often use the internal process of _____ to generate information to support their claims.



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13. A(n) _____ contains the text of a speech in complete sentences or briefer phrases.

14. According to the principle of _____, each main point of a speech must relate to the speech's specific purpose.

15. Research indicates that students who participate in public speaking classes become more _____-_____ and _____ _____ _____ about speaking as the term progresses.



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## Answer Key

1. *invention*
2. *Arrangement*
3. *style*
4. *memory*
5. *Delivery*
6. *audience analysis*
7. *topic*
8. *rhetorical purpose*
9. *thesis statement*
10. *main points*
11. *supporting materials*
12. *brainstorming*
13. *outline*
14. *subordination*
15. *self-assured experience less apprehension*



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1. What are three problems that inexperienced speakers commonly encounter?

2. What is the main goal of the arrangement element of speech preparation, and what are the three main parts of a speech?

3. Define *memory*, and explain why it is considered an important element of speech preparation.

4. Place audience analysis in the context of speech preparation, and provide some examples of analysis tools.

5. Discuss why personal interest in a speech topic is beneficial.

6. For a speech, how do you limit the broad topic of your culture to fit within your presentation timeframe?

7. Identify three typical objectives of speeches.

8. Describe the role of a thesis statement in a speech, and provide an example.

9. Give guidelines for using main points in speeches. Be sure to include a definition.

10. Provide examples of bibliographic information, and explain why such information is important to a speech.

11. Name the main parts of an introduction, being sure to include their purposes.

12. Using examples, describe the role of transitions in speech delivery.

13. Discuss the role of presentation aids in speech giving, and provide a few examples.



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14. What additional practice methods should you follow when preparing a mediated speech?

15. List some strategies for overcoming speech anxiety.



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