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1. The first step in creating a speech involves determining the purpose of the speech.
   A) True
   B) False

2. Audience analysis is a systematic process of getting to know your listeners relative to the topic and the speech occasion.
   A) True
   B) False

3. The general purpose of a speech is to inform an audience.
   A) True
   B) False

4. There are two general speech purposes: to inform and to persuade.
   A) True
   B) False

5. "To inform my audience how glaciers are formed" is a specific purpose statement.
   A) True
   B) False

6. "The death penalty should be abolished because it does not deter crime, is extremely costly, and is cruel and unusual punishment" is a specific purpose for a persuasive speech.
   A) True
   B) False

7. A thesis statement is a short statement that clearly expresses the central idea of a speech.
   A) True
   B) False

8. Forming a specific purpose for a speech occurs after you formulate your thesis statement.
   A) True
   B) False

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9. In the planning stage, a speaker can use the thesis statement as a guidepost to make sure that he or she is on track.
   A) True
   B) False

10. An effective speech should be organized around at least four or five main points.
   A) True
   B) False

11. Supporting material can include personal experiences.
   A) True
   B) False

12. Every speech has three major parts: an introduction, a body, and a conclusion.
   A) True
   B) False

13. An introduction serves to catch the audience's attention, introduce you and your topic, and preview the thesis and main points.
   A) True
   B) False

14. During the body of a speech, the speaker should alert the audience to the specific purpose of the speech.
   A) True
   B) False

15. The speech body contains the main points and subpoints of the speech.
   A) True
   B) False

16. Supporting material is used mostly during the body of the speech.
   A) True
   B) False

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17. All main points should support the speech's thesis statement.
    A) True
    B) False

18. In the conclusion, the speaker should restate the thesis statement and reiterate how the main points confirm it.
    A) True
    B) False

19. Subordinate points in an outline are indicated by their placement below and to the right of the points they support.
    A) True
    B) False

20. Subpoints cannot be coordinate points.
    A) True
    B) False

21. Every main point or subpoint should have at least two other points coordinate to it.
    A) True
    B) False

22. Speakers need a working outline or a speaking outline, but not both.
    A) True
    B) False

23. Speaking outlines generally contain points stated in complete sentences.
    A) True
    B) False

24. Presentation aids are also referred to as visual aids.
    A) True
    B) False

25. In speechmaking, evidence and support are synonymous terms.
    A) True
    B) False

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26. To deliver an effective speech, speakers should practice at least two times.
    A) True
    B) False

27. Topic selection will always be the second step in the speechmaking process, right after audience analysis.
    A) True
    B) False

28. Your speech may use visual aids or audio aids, but it should not include both.
    A) True
    B) False

29. Practicing the number of times recommended for a four-to-six-minute speech will take twenty to thirty minutes of actual practice time, figuring in re-starts and pauses.
    A) True
    B) False

30. Which step in the speechmaking process comes earliest in the process?
    A) selecting a topic
    B) determining the speech purpose
    C) developing main points
    D) composing a thesis statement

31. The first step in the speechmaking process is _____, and the last step is _____.
    A) selecting a topic; considering presentation aids
    B) analyzing the audience; practicing delivery of the speech
    C) stating the speech purpose; outlining the speech
    D) composing a thesis statement; gathering supporting materials

32. Formal audience analysis involves the study of an audience through techniques such as
    A) interviews and questionnaires.
    B) observation and tape-recording.
    C) surveys and assumptions.
    D) interviews and online research.

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33. “To mark a special occasion” is a
    A) thesis statement.
    B) general speech purpose.
    C) specific speech purpose.
    D) speech topic.

34. To inform, to persuade, and to mark a special occasion are the three types of
    A) general speech purpose.
    B) specific speech purpose.
    C) thesis statement.
    D) speech occasion.

35. Anne chose to give a speech to her classmates about the categories of computer games. The general purpose of Anne's speech was
    A) to inform.
    B) to persuade.
    C) to sell.
    D) to define.

36. The _____ of a speech is what the speaker intends the audience to learn or do as a result of the speech.
    A) general purpose
    B) specific purpose
    C) thesis statement
    D) chosen topic

37. An effective speech should be organized around _____ main point(s).
    A) one
    B) two or three
    C) four or five
    D) seven or eight

38. Supporting material illustrates main points by _____ the speaker's main ideas.
    A) substituting
    B) revealing
    C) verifying
    D) questioning

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39. Which parts of a speech alert audience members to your thesis statement?
    A) introduction and body
    B) body and conclusion
    C) introduction and conclusion
    D) introduction, body, and conclusion

40. In which part of a speech should the speaker illustrate each main point using supporting material?
    A) introduction
    B) body
    C) conclusion
    D) outline

41. Which is a function of the conclusion?
    A) capture the audience's attention
    B) review the thesis
    C) use transitions to move to the next section of the speech
    D) introduce yourself and the topic

42. In an outline, what kinds of points support main points?
    A) coordinate
    B) subordinate
    C) equivalent
    D) superior

43. Outlines are based on the principle of
    A) coordination and subordination.
    B) general and specific purpose.
    C) primacy and recency.
    D) topic selection.

44. Which kind of outline is usually brief and contains key words or phrases?
    A) working
    B) speaking
    C) specific
    D) operational

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45. Presentation aids
    A) can include visual aids, audio aids, or a combination of different aids.
    B) should be selected early in the speech preparation process.
    C) are defined as visual aids, such as PowerPoint presentations.
    D) should be visual or audio but never both.

46. A speech should be practiced at least how many times?
    A) two times
    B) four times
    C) six times
    D) eight times

47. The goal of practicing the delivery of your speech should be to
    A) memorize your speech.
    B) make your speech sound natural.
    C) perfect your speech.
    D) be able to read your working outline smoothly.

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Answer Key

1. B
2. A
3. B
4. B
5. A
6. B
7. A
8. B
9. A
10. B
11. A
12. A
13. A
14. B
15. A
16. A
17. A
18. A
19. A
20. B
21. B
22. B
23. B
24. B
25. A
26. B
27. B
28. B
29. A
30. A
31. B
32. A
33. B
34. A
35. A
36. B
37. B
38. C
39. C
40. B
41. C
42. B
43. A
44. B

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45. D
46. C
47. B

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1. List the ten steps in the speechmaking process.

2. List the two factors a speaker should take into account when selecting a topic.

3. How can a speaker analyze the audience?

4. What makes a good thesis statement?

5. How does supporting material help to illustrate the main points of a speech?

6. Identify the functions of the introduction, body, and conclusion.

7. What is the principle of coordination and subordination?

8. Explain the difference between a working outline and a speaking outline.

9. Discuss the importance of rehearsing a speech.

10. Explain how using audio and video recorders during speech rehearsals can bolster speaker confidence.

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Answer Key

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

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1. Unless your topic has been assigned, selecting a topic is the _____ step in preparing a speech.

2. The process of _____ helps to determine how receptive the audience will be toward a given topic.

3. To inform, to persuade, and to mark a special occasion are _____ speech purposes.

4. A(n) _____ speech purpose states what you expect the speech to accomplish.

5. After a speaker has identified the general and specific purposes of the speech, he or she should then write a concise _____ statement that identifies the central idea the speech is trying to communicate (what the speech is about).

6. Unless you are speaking about yourself, plan to research your topic to find _____ that provides evidence for your assertions.

7. The major part of a speech that contains the main ideas and supporting material is the _____.

8. In an outline, _____ points are of equal importance and are indicated by their parallel alignment.

9. In an outline, _____ comprise the substance of the main points and are identified by their placement below and to the right of the points they support.

10. Speakers should familiarize themselves with both _____ outlines and speaking outlines.

11. A chart that summarizes important information and an audio recording are both examples of _____.

12. One of the most effective ways to evaluate your speech and bolster confidence during rehearsals is to _____ your speech.

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Answer Key

1. second
2. audience analysis
3. general
4. specific
5. thesis
6. supporting material
7. body
8. coordinate
9. subordinate points or subpoints
10. working
11. presentation aids
12. record

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