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2 From A to Z: Overview of a Speech

True/False Questions

1. Stating the purpose of the speech is the first step in creating a speech.

2. Audience analysis involves making random guesses about how the audience might feel toward the speech topic.

3. When selecting a speech topic, a speaker should be guided solely by the audience's demographic characteristics.

4. There are three general speech purposes: to inform, to persuade, or to mark a special occasion.

5. A persuasive speech intends to influence the audience to accept one position to the exclusion of others.

6. An informative speech marks a special occasion, such as a wedding, funeral, or dinner event.

7. The specific purpose of a speech is the same as the general purpose.

8. The specific purpose of a speech is a single phrase stating precisely what you want the audience to learn or do as a result of your speech.

9. A thesis statement is a sentence that concisely communicates what the speech is about.

10. A speaker should always refer back to the thesis statement to stay on track in proving the speech's central idea.

11. Forming a specific purpose for a speech occurs after you formulate your thesis statement.

12. An effective speech should be organized around two or three main points.

13. Supporting material clarifies, elaborates, and verifies the ideas in the speech.

14. Every speech has three major parts: an introduction, the body, and a conclusion.

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15. An introduction serves to introduce the speech topic and demonstrate its relevance to the audience.

16. During the body of a speech, the speaker should deliver the speech's main points and subpoints.

17. Supporting material should never be used during the introduction of a speech.

18. A speaker should leave the audience with something to think about or respond to.

19. An outline provides the framework on which to arrange elements in support of the thesis.

20. In a speech outline, coordinate points are given less weight than the main points they support.

21. A speaker should develop either a working outline or a speaking outline, but not both.

22. Presentation aids can be either audio or visual, but not both.

23. To deliver an effective speech, a speaker should practice the speech at least six times.

24. Nonverbal delivery includes a speaker's facial expression, gestures, and general body movement.

Multiple-Choice Questions

25. The first step in the speech process is

A) research.

B) stating the purpose.

C) developing points.

D) analyzing the audience.

26. Part of audience analysis is considering _____ characteristics.

A) thesis

B) delivery

C) demographic

D) speaker

27. Audience analysis involves the study of an audience through techniques such as

A) interviews and questionnaires.

B) observation and tape-recording.

C) assumptions and library research.

D) interviews and conjecture.

28. Demographic characteristics do NOT include

A) the ratio of males to females.

B) socioeconomic status.

C) age ranges.

D) audience opinions.

29. When selecting a speech topic, a speaker should first consider which of the following as a guide?

A) speech time limit

B) his or her interests

C) current issues

D) historical events

30. To inform, to persuade, and to mark a special occasion are the three types of

A) general speech purposes.

B) specific speech purposes.

C) thesis statements.

D) speech occasions.

31. Anne gives a speech to her classmates about categories of computer games. The general purpose of Anne's speech is

A) to inform.

B) to persuade.

C) to mark a special occasion.

D) to convince.

32. The _____ is a precise statement of what you want the audience to learn or do as a result of your speech.

A) general purpose

B) specific purpose

C) audience analysis

D) topic selection

33. An effective speech should be organized around _____ main points.

A) one or two

B) two or three

C) four or five

D) seven or eight

34. Supporting material illustrates main points by _____ the speaker's main ideas.

A) substituting

B) disproving

C) verifying

D) contradicting

35. The speaker should catch the audience's attention and interest in which part of a speech?

A) introduction

B) body

C) conclusion

D) outline

36. In which part of a speech should the speaker develop each main point?

A) introduction

B) body

C) conclusion

D) outline

37. In which part of a speech should the speaker restate the thesis and reiterate how the main points confirm it?

A) introduction

B) body

C) conclusion

D) outline

38. Outlines are based on the principle of

A) coordination and subordination.

B) general and specific purpose.

C) primacy and decency.

D) topic selection.

39. In an outline, what kind of points support the main points?

A) coordinate

B) subordinate

C) equivalent

D) superior

40. Which kind of outline is usually brief and contains key words or phrases?

A) working

B) speaking

C) specific

D) operational

41. A speech should be practiced at least how many times?

A) six

B) seven

C) eight

D) nine

Fill-in-the-Blank Questions

42. The process of _____ _____ helps to determine an audience's attributes and motivations.

43. Selecting a topic is the _____ step in preparing a speech.

44. To inform, to persuade, to entertain, and to mark a special occasion are general speech _____.

45. After a speaker has identified the general and specific purposes of the speech, he or she should then write a concise _____ statement that identifies what the speech is about.

46. The introduction, body, and conclusion make up the three parts of a(n) _____.

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

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

49. _____ outlines generally contain points stated in complete sentences.

Essay and Short Answer Questions

50. How can a speaker analyze the audience?

51. Why is it important to identify the purpose of a speech?

52. List and define the three general speech purposes.

53. What are the components of an effective thesis statement?

54. What are the benefits of separating a speech into its major parts?

55. Identify the functions and importance of the introduction, the body, and the conclusion.

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

57. Discuss the importance of practicing a speech.

Answer Key for Chapter 2

1. False (Analyze the Audience)

2. False (Analyze the Audience)

3. False (Analyze the Audience)

4. True (Determine the Speech Purpose)

5. True (Determine the Speech Purpose)

6. False (Determine the Speech Purpose)

7. False (Determine the Speech Purpose)

8. True (Determine the Speech Purpose)

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9. True (Compose a Thesis Statement)

10. True (Compose a Thesis Statement)

11. False (Compose a Thesis Statement)

12. True (Develop the Main Points)

13. True (Gather Supporting Materials)

14. True (Separate the Speech into Its Major Parts)

15. True (Separate the Speech into Its Major Parts)

16. True (Separate the Speech into Its Major Parts)

17. False (Separate the Speech into Its Major Parts)

18. True (Separate the Speech into Its Major Parts)

19. True (Outline the Speech)

20. False (Outline the Speech)

21. False (Outline the Speech)

22. False (Consider Presentation Aids)

23. True (Practice Delivering the Speech)

24. True (Practice Delivering the Speech)

25. D (Analyze the Audience)

26. C (Analyze the Audience)

27. A (Analyze the Audience)

28. D (Analyze the Audience)

29. B (Select a Topic)

30. A (Determine the Speech Purpose)

31. A (Determine the Speech Purpose)

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32. B (Determine the Speech Purpose)

33. B (Develop the Main Points)

34. C (Gather Supporting Materials)

35. A (Separate the Speech into Its Major Parts)

36. B (Separate the Speech into Its Major Parts)

37. C (Separate the Speech into Its Major Parts)

38. A (Outline the Speech)

39. B (Outline the Speech)

40. B (Outline the Speech)

41. A (Practice Delivering the Speech)

42. audience analysis (Analyze the Audience)

43. second (Select a Topic)

44. purposes (Determine the Speech Purpose)

45. thesis (Compose a Thesis Statement)

46. speech (Separate the Speech into Its Major Parts)

47. body (Separate the Speech into Its Major Parts)

48. coordinate (Outline the Speech)

49. Working (Outline the Speech)

50. (No answer, Analyze the Audience)

51. (No answer, Determine the Speech Purpose)

52. (No answer, Determine the Speech Purpose)

53. (No answer, Compose a Thesis Statement)

54. (No answer, Separate the Speech into Its Major Parts)

55. (No answer, Separate the Speech into Its Major Parts)

56. (No answer, Outline the Speech)

57. (No answer, Practice Delivering the Speech)