Public Speaking Playbook 2nd edition Gamble Test Bank

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MULTIPLE CHOICE

1. Which of the following is NOT one of the four "key plays" to delivering your first speech?
   a. Topic selection
   b. Speech development, support, and organization
   c. Practice and delivery
   d. Identifying your weaknesses

   ANS: D PTS: 1 DIF: Easy
   REF: Chapter 2. Give Your First Speech
   OBJ: 2-1: Understand the basic moves used in speechmaking COG: Knowledge

2. Taylor is at the beginning stages deciding on a topic for her speech. First, she should conduct the _____.
   a. research analysis
   b. self-analysis
   c. audience analysis
   d. topic analysis

   ANS: B PTS: 1 DIF: Medium REF: 2.1 Select Your Topic
   OBJ: 2-1: Understand the basic moves used in speechmaking COG: Application

3. Which of the following is NOT included in the topic selection stage of speechmaking?
   a. Analyze yourself.
   b. Consider your audience and the occasion.
   c. Compose a thesis statement.
   d. Consider criteria for choosing your topic.

   ANS: C PTS: 1 DIF: Medium REF: 2.1 Select Your Topic
   OBJ: 2-1: Understand the basic moves used in speechmaking COG: Comprehension

4. Which of the following is NOT one of the suggestions the authors provided as a way to conduct your self-analysis?
   a. Conduct a life overview.
   b. Focus on this moment in time.
   c. Think about what you want to do in the future.
   d. Use technology.

   ANS: C PTS: 1 DIF: Easy REF: 2.1a Analyze Yourself
   OBJ: 2-1: Understand the basic moves used in speechmaking COG: Knowledge

5. Grant has divided his life into early life, midlife, and more recent life, and he has worked on composing a sentence to summarize each of these three stages of his life. Which aspect of self-analysis has Grant pursued?
   a. Conduct a life overview.
   b. Focus on this moment in time.

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c. Be newsy.
d. Use technology.

ANS: A PTS: 1 DIF: Medium REF: 2.1a Analyze Yourself
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Application

6. If you consider only your interests and don't take the needs of your audience into account, audience members are more likely to
a. be enthusiastic about your speech
b. be bored and become easily distracted
c. engage with you after your speech
d. not show up for your speech

ANS: B PTS: 1 DIF: Medium
REF: 2.1b Consider Your Audience and the Occasion
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Comprehension

7. When selecting a topic for your first speech, you should do all of the following EXCEPT
a. avoid overused topics.
b. limit the scope of your topic so that it fits the time allotted for your speech.
c. make sure you have access to the material you will need to prepare the speech.
d. not think too much about your topic as it will come to you.

ANS: D PTS: 1 DIF: Medium
REF: 2.1c Criteria for Choosing Your Topic
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Comprehension

8. Which of the following is NOT true in regards to criteria for selecting your topic?
a. Select an appropriate topic.
b. Choose a topic that has been used many times before.
c. Limit the scope of your topic.
d. Choose a topic with accessible and researchable material.

ANS: B PTS: 1 DIF: Medium
REF: 2.1c Criteria for Choosing Your Topic
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Comprehension

9. Which of the following is NOT a component of your effort to develop, support, and organize your speech?
a. Stating your speech's purpose
b. Composing a thesis statement
c. Identifying your speech's main points
d. Delivering the speech

ANS: D PTS: 1 DIF: Easy
REF: 2.2 Develop, Support, and Organize Your Speech
OBJ: 2-2: Approach public speaking systematically COG: Knowledge

10. Which of the following statements is true of your speech's purpose?
a. It specifies the goal of your speech.
b. It expresses the central idea of your speech.

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c. It introduces the first argument of your speech.
d. It contains several sentences.

ANS: A PTS: 1 DIF: Medium
REF: 2.2a State Your Speech's Purpose OBJ: 2-2: Approach public speaking systematically
COG: Comprehension

11. Which of the following statements is true of the thesis statement?
a. It specifies the goal of your speech.
b. It expresses the central idea of your speech.
c. It introduces the first argument of your speech.
d. It contains several sentences.

ANS: B PTS: 1 DIF: Medium
REF: 2.2b Compose a Thesis Statement OBJ: 2-2: Approach public speaking systematically
COG: Comprehension

12. Most of your speeches will contain how many main points?
a. One
b. Two or three
c. Four or five
d. More than five

ANS: B PTS: 1 DIF: Medium
REF: 2.2c Identify Your Speech's Main Points
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

13. To develop your speech, you may use all of the following EXCEPT
a. personal experiences.
b. examples.
c. expert testimony.
d. ideas that you borrow from a book and that you pass as your own.

ANS: D PTS: 1 DIF: Medium
REF: 2.2d Research and Select Materials to Support Main Points
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

14. Which of the following is NOT one of the three major parts of a speech?
a. Introduction
b. Body
c. Conclusion
d. Questions for the audience

ANS: D PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

15. Hannah has decided on her topic and is beginning to write her speech. Which section of her speech would you suggest she develop first?
a. Introduction
b. Body
c. Conclusion
d. Questions for the audience

ANS: B PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Application

16. A good conclusion to a persuasive speech includes all of the following EXCEPT
    a. a restatement of your thesis.
    b. a reminder for listeners of your main points.
    c. a reason for listeners to feel a small amount of guilt that will motive them to act.
    d. motivation for your audience to act.

ANS: C PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

17. Which of the following should be the very first component of your speech?
    a. Thesis statement
    b. Attention getter
    c. Credibility enhancer
    d. Preview of main points

ANS: B PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Knowledge

18. The _____ is the guide or "skeleton" for the main ideas of your speech.
    a. outline
    b. introduction
    c. body
    d. conclusion

ANS: A PTS: 1 DIF: Easy
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Knowledge

19. _____ refers to the principle that your main points should be relatively equal in importance, whereas _____ refers to the idea that you should have supporting ideas that underlie your main points.
    a. Subordination; coordination
    b. Coordination; subordination
    c. Equality; support
    d. Support; equality

ANS: B PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

20. _____ help you move from your introduction to your body to your conclusion, as well as within your main points.
    a. Indicators
    b. Theses
    c. Transitions

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d. Markers

ANS: C PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

21. Words such as “first,” “next,” and “finally” are
a. indicators.
b. signposts.
c. transitions.
d. markers.

ANS: B PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Application

22. Which of the following is NOT true regarding practicing your speech?
a. You can overprepare.
b. Practicing in front of a mirror can be helpful.
c. Practice needs to be a habit.
d. You should practice with your visual aids and any other materials you will have.

ANS: A PTS: 1 DIF: Medium REF: 2.3 Practice Delivery
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

23. Which of the following is NOT true regarding vocal cues?
a. Regulate your volume, rate, pitch, and vocal variety.
b. Speak in a monotone voice.
c. Use correct pronunciation.
d. Use clear articulation.

ANS: B PTS: 1 DIF: Medium
REF: 2.3a Rehearse and Revise as Needed
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

24. What should you do when you take the podium for the speech?
a. Let yourself be nervous; it is just expected.
b. Stare at the audience.
c. Visualize yourself succeeding.
d. Greet the audience cheerfully.

ANS: C PTS: 1 DIF: Medium
REF: 2.3c Take the Podium, Harness Nervous Energy, and Present the Speech
OBJ: 2-2: Approach public speaking systematically |2-3: Deliver a brief first speech
COG: Comprehension

25. Which of the following is NOT suggested after you have given your speech?
a. Compare and contrast your expectations with your actual experiences.
b. Critique your performance.
c. Harshly criticize what you did wrong.
d. Apply what you learned to your next speech.

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ANS: C PTS: 1 DIF: Medium
REF: 2.4 Conduct a Post-Presentation Analysis
OBJ: 2-4: Score your first speech performance to establish a baseline on which to build your skills
COG: Application

26. To learn as much as possible from the first speech so you can apply these lessons to your next one, you should
    a. write an essay.
    b. talk to a friend.
    c. complete a self-assessment scorecard.
    d. do nothing, just go further to preparing for your next speech.

ANS: C PTS: 1 DIF: Medium
REF: 2.4 Conduct a Post-Presentation Analysis
OBJ: 2-4: Score your first speech performance to establish a baseline on which to build your skills
COG: Comprehension

27. Which question about the speech you have delivered should you ask in your post-presentation scorecard?
    a. Was I nervous?
    b. Did my speech persuade the audience?
    c. How well did I do?
    d. What did I do wrong?

ANS: C PTS: 1 DIF: Medium
REF: 2.4a Assess Your Performance
OBJ: 2-4: Score your first speech performance to establish a baseline on which to build your skills
COG: Comprehension

28. Once you have become more capable of assessing your speeches, what can you use for a more comprehensive assessment?
    a. A scorecard
    b. A gradebook
    c. A professional
    d. Internet resources

ANS: A PTS: 1 DIF: Easy
REF: 2.4a Assess Your Performance
OBJ: 2-4: Score your first speech performance to establish a baseline on which to build your skills
COG: Knowledge

SHORT ANSWER

1. When you consider aspects of your own personality and learn what motivates and interests you, you are conducting the _____.

ANS:
self-analysis

PTS: 1 DIF: Medium REF: 2.1a Analyze Yourself
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Application

2. When you consider how familiar audience members are with your selected topic area, what their attitudes may be towards it are, and what they might like to know about it, you are conducting the _____.

ANS:
audience analysis

PTS: 1 DIF: Medium REF: 2.1b Consider Your Audience and the Occasion
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Application

3. One of the criteria for choosing your speech is limiting the _____ of your topic so that it fits the time allotted for your speech.

ANS:
scope

PTS: 1 DIF: Medium REF: 2.1c Criteria for Choosing Your Topic
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Comprehension

4. The specific purpose is used to develop your _____.

ANS:
thesis

PTS: 1 DIF: Medium REF: 2.2a State Your Speech's Purpose
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

5. The _____ of a speech are the major ideas that you will relay to receivers through your speech.

ANS:
main points

PTS: 1 DIF: Medium REF: 2.2c Identify Your Speech's Main Points
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

6. An _____ provides the skeleton upon which you hang your main ideas and support.

ANS:
outline

PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Comprehension

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7. According to a principle that guides the creation of an outline, the main points should be relatively equal in importance. This is the principle of _____.

   ANS:
   coordination

   PTS: 1 DIF: Medium
   REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
   OBJ: 2-2: Approach public speaking systematically COG: Comprehension

8. _____ can help enhance your speech and may include physical objects, drawings, charts, graphs, photographs, or sound recordings

   ANS:
   Presentation aids

   PTS: 1 DIF: Medium REF: 2.2f Consider Presentation Aids
   OBJ: 2-2: Approach public speaking systematically COG: Comprehension

TRUE/FALSE

1. The specific purpose of your speech should be a 2–3-sentence statement.

   ANS: F PTS: 1 DIF: Medium
   REF: 2.2a State Your Speech's Purpose OBJ: 2-2: Approach public speaking systematically
   COG: Comprehension

2. If your specific purpose and thesis are clearly formulated, it will be easy for you to identify your speech's **main points**.

   ANS: T PTS: 1 DIF: Medium
   REF: 2.2c Identify Your Speech's Main Points
   OBJ: 2-2: Approach public speaking systematically COG: Comprehension

3. One factor that influences your credibility is the quality and relevance of your supporting materials.

   ANS: T PTS: 1 DIF: Medium
   REF: 2.2d Research and Select Materials to Support Main Points
   OBJ: 2-2: Approach public speaking systematically COG: Comprehension

4. You should indicate in your outline where you plan to use visual aids.

   ANS: T PTS: 1 DIF: Medium
   REF: 2.2f Consider Presentation Aids OBJ: 2-2: Approach public speaking systematically
   COG: Comprehension

5. You only need to practice your speech once to be adequately prepared.

   ANS: F PTS: 1 DIF: Medium
   REF: 2.3a Rehearse and Revise as Needed
   OBJ: 2-2: Approach public speaking systematically |2-3: Deliver a brief first speech

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COG: Comprehension

6. Presenting a speech should become effortless.

ANS: F PTS: 1 DIF: Medium
REF: 2.3a Rehearse and Revise as Needed
OBJ: 2-2: Approach public speaking systematically |2-3: Deliver a brief first speech
COG: Comprehension

7. When you approach the podium, you should try to visualize yourself succeeding.

ANS: T PTS: 1 DIF: Medium
REF: 2.3c Take the Podium, Harness Nervous Energy, and Present the Speech
OBJ: 2-2: Approach public speaking systematically |2-3: Deliver a brief first speech
COG: Comprehension

ESSAY

1. Discuss and exemplify strategies to analyze yourself in order to select the topic of your speech.

ANS:
Areas to discuss: conduct a life overview, focus on this moment in time, be newsy, use technology

PTS: 1 DIF: Medium REF: 2.1a Analyze Yourself
OBJ: 2-1: Understand the basic moves used in speechmaking COG: Analysis

2. Discuss and exemplify how you can outline your speech.

ANS:
Areas to discuss: introduction, body, and conclusion, coordination and subordination, transitions and signposts

PTS: 1 DIF: Medium
REF: 2.2e Outline Your Speech Indicating Transitions and Signposts
OBJ: 2-2: Approach public speaking systematically COG: Analysis

3. Explain why practicing your speech is important.

ANS:
Areas to discuss: How well you do is based on how effectively you prepared. Speechmaking, like a sport, requires practice to become skilled. Through practice, you can revise and improve your speech and speaking ability.

PTS: 1 DIF: Medium REF: 2.3 Practice Delivery
OBJ: 2-2: Approach public speaking systematically |2-3: Deliver a brief first speech
COG: Analysis

4. Why is it important to replicate the conditions of the speech as much as you can when you're practicing?

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ANS:
Areas to discuss: The purpose of practice is to help you appear as if you are a naturally skilled speaker. If you experience unexpected situations during your speech, you could become more anxious. Attempting to prepare for all possible situations can help you avoid this.

PTS: 1 DIF: Medium REF: 2.3 Practice Delivery
OBJ: 2-2: Approach public speaking systematically |2-3: Deliver a brief first speech
COG: Analysis

5. What benefits can you gain from conducting a self-assessment of your speeches?

ANS:
Areas to discuss: In addition to identifying areas for improvement, you can assess what you did well in order to continue those components.

PTS: 1 DIF: Medium REF: 2.4a Assess Your Performance
OBJ: 2-4: Score your first speech performance to establish a baseline on which to build your skills
COG: Analysis

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