Chapter 1 TEST

1) When you copy the behavior of others, you are engaged in formal learning.
2) A public speaking class provides technical learning.
3) Public speaking involves a combination of public and private purposes.
4) Public speaking skills are used on important, but infrequent, occasions.
5) People in higher education believe public speaking is something that well-educated and community-oriented people must be able to do.
6) Listening to speeches in class will help you to become a better critical listener and thinker.
7) Studying oral communication helps you become a more shrewd consumer of oral messages.
8) Ethical principles go beyond the concept of integrity.
9) Technical learning is when you learn from the explanations of others.
10) Silence within a group or community can make you invisible.
11) Communities are defined into existence by private talk.
12) A speech is a casual recitation or musing.
13) Oral skills come naturally.
14) Speaking is essentially a one-way activity, with an active speaker transmitting a message to a receptive listener.
15) Since we learn to speak easily, effective oral skills come to us naturally.
16) Public speaking can be characterized as a public and personal activity.
17) When whole peoples are forced or frightened into silence, they are in danger of being eliminated.
18) Audience analysis is the key to successful speech making.
19) To be successful, a speaker needs feedback as to what has gone on in the listener’s minds during the speech.
20) Communicating is doing public work.
Chapter 1 TEST

1) Answer: FALSE
2) Answer: TRUE
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17) Answer: TRUE
18) Answer: TRUE
19) Answer: TRUE
20) Answer: TRUE
1) In deciding what support to provide your listeners, you need to test the authorities and their special interests in making and defending claims.

2) Biographical dictionaries or indexes are particularly helpful in documenting the qualifications of authorities whose testimony you may quote.

3) The more able you are to narrow and coordinate the key words in your computer search, the more likely you are to get usable material.

4) Speakers with high credibility need more supporting materials than speakers with low credibility.

5) Good communication skills and a well-thought-out set of questions builds rapport in interview situations.

6) Photocopying materials can not be an adequate substitution for careful note-taking.

7) Encyclopedias try to cover the entire field of human knowledge.

8) Interviews tend to be one-sided processes.

9) If your audience’s attention or comprehension is low, use more statistics.

10) MEDLINE is a computer database useful for finding information on psychological and scientific studies of diseases and other medical problems.

11) Many news-oriented programs on radio and TV will provide printed transcripts of the show.

12) If you record a complete citation, there is no reason to record the call number or location of the source.

13) A very useful person in helping you find material in the library is the circulation librarian.

14) Letters are legitimate sources for supporting materials.

15) You are more likely to find historical statistics in a television program than in print materials.

16) Note cards should reflect a classification scheme that relates information to particular thesis or points of the speech.

17) If your topic is abstract or distant from your listener’s experiences, use concrete supporting materials.

18) Proper citation of authorities can add to your credibility.
Chapter 6 TEST

1) Answer: TRUE
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12) Answer: FALSE
13) Answer: FALSE
14) Answer: TRUE
15) Answer: FALSE
16) Answer: TRUE
17) Answer: TRUE
18) Answer: TRUE
19) Answer: FALSE
20) Answer: TRUE
Chapter 7 TEST

Name: ____________________________

1) When comparisons or contrasts are used, one or more of the items should be familiar to the audience.

2) Contrasts can be used to clarify and strengthen arguments.

3) The most important value of statistics lies in the numbers themselves.

4) The power of specific instances comes from the vivid detail that they provide.

5) If you need to create interest in your speech, you should make use of examples, illustrations, and stories.

6) Contrasts help to clarify by stressing differences.

7) The functions of supporting materials are to clarify, amplify and signify.

8) Segmented statistics would be especially helpful in amplifying ideas.

9) An assertion is a claim made with corroborating evidence.

10) An explanation is an effective form of support to clarify or amplify an idea, but it is not very effective as a form of proof.

11) If you are an expert on the topic being discussed, you don't need to develop much in the way of other supporting material.

12) When people can feel the immediacy and intensity of the issue proposed, they are more likely to change their attitudes because it is vivid and easily remembered.

13) The best testimony comes from subject-matter experts whose qualifications are unfamiliar to the audience.

14) Testimony could be a helpful form of support in clarifying ideas.

15) Plagiarism is the theft of ideas.

16) Statistics and testimony are beneficial when the idea is controversial or if the audience is hostile.

17) All numbers are, in some sense, statistics.

18) Plagiarism is claiming someone else's ideas, information, or phraseology as your own.

19) Explanations can both clarify and prove.

20) A hypothetical illustration, although it is imaginary, MUST seem believable to the audience.
Chapter 7 TEST

Name: ____________________________

1) Answer: TRUE
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16) Answer: TRUE
17) Answer: FALSE
18) Answer: TRUE
19) Answer: FALSE
20) Answer: TRUE
Chapter 9 TEST

Name: ____________________________

1) When using novelty, it is best to blend in a little that is familiar as well.

2) Occasions such as commencement addresses, acceptance of awards, and holidays virtually dictate a reference to the reason the speaker is there.

3) When confronted with indifference or distrust, take steps in the conclusion to change those attitudes.

4) Because first impressions are so important, a speaker must pay special attention to the recency effect.

5) According to a classic study, the average speaker spends about 10 percent of the total speech on the introduction and 5 percent on the conclusion.

6) A personal reference, that is emotional and apologetic, will help establish goodwill with the audience and gain attention.

7) If an audience comes to see a demonstration of first aid techniques, a statement of the specific subject may be an appropriate introduction.

8) On certain occasions, a speaker can open a speech with what is sometimes referred to as the "shock technique."

9) Every speech, whether long or short, needs a beginning, middle, and end.

10) It is acceptable to comment on the differences between your views and those of your listeners.

11) The use of personal references are best limited to situations where the speaker is not well known.

12) Apologetic introductions suggest that your audience need not waste time listening.

13) If your audience is skeptical about your subject, your best approach would be to directly state the subject and proceed to your first main point.

14) All introductions should try to win the goodwill of your listeners.

15) You would be well advised not to use a personal reference introduction with a hostile or skeptical audience.

16) An appropriate speech summary reflects upon, as well as reviews, the main ideas of the speech.

17) According to the text, the ability to focus on one element in a given perceptual field is called selective perception.

18) Using someone else's words in the conclusion clouds the focus of the speech.

19) Personal references are especially helpful when the speaker is not well known to the audience.

20) A question, whether rhetorical or not, can help to spark thinking about your subject.
Chapter 9 TEST

Name:__________________________

1) Answer: TRUE
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18) Answer: FALSE
19) Answer: FALSE
20) Answer: TRUE