Study Guide for Exam #1

1315

Multiple-Choice Questions

Chapter 1.
1. Which of the following skills learned in a public-speaking course are among the skills most sought after by an employer?

2. According to several recent studies quoted in your text, the most important skills employers are seeking in college graduates are

3. An example of how the nonverbal communication of public speakers is more formal than nonverbal behavior in ordinary conversation is that people engaged in ordinary conversation

4. One way public speaking and conversation are similar is that both are

5. In his speech about volunteering for the American Red Cross, Jacob used a lot of slang words, sat and leaned on the table in front of the class, and was dressed very casually. Which of the following statements best describes this situation?

6. Translating ideas and images in the speaker’s mind into verbal or nonverbal messages that an audience can understand is termed as

7. An audience member is worried about an upcoming exam and is unlikely to remember much of what the speaker says. This is a type of

8. During the first day of speeches you had a bad sinus infection and your ears were plugged so you couldn’t hear the speakers. You were experiencing

9. The environment or situation in which a speech occurs is known as

10. A speaker transmits a message through two channels:

11. The context of a public-speaking experience includes elements such as

12. Smiles, head nods, eye contact, and clapping from audience members are all forms of

13. This is another term for the use of words and symbols to achieve a goal.

14. If you delivered an already famous address of the British orator Edmund Burke, you would be practicing the art of

15. This is the expression of emotion through posture, movement, gestures, facial expression, and voice.

16. The rhetoric of diversity refers to a speaker
17. If you have had previous experience in public speaking, you tend to be less sensitive to apprehension, and you have a lower heart rate when speaking, what is likely to be your style of communication apprehension?

18. With this style of communication apprehension, you have the highest heart rate when speaking publicly; some people use this high level to enhance their performance and use the fear to motivate them to prepare and be at their best.

19. What style of communication apprehension do you have if, like many people, you have a very high heart rate as you begin presenting a speech, and then your heart rate tapers off to more average levels?

20. Most speakers who procrastinate in preparing their speeches

Chapter 2
1. Our beliefs, values, and moral principles by which we determine what is right or wrong are our

2. According to the National Communication Association, this is fundamental to responsible thinking, decision-making, and the development of relationships and communities within and across contexts, cultures, channels, and media. This is

3. This type of speech or speech act is legally protected

4. When a person decides not to overestimate or falsify an insurance claim just to have the extra money, this action is based on the individual’s

5. What must balance the right to free speech?

6. The U.S. Constitution states, “Congress shall make no law...abridging the freedom of speech.” This is part of the

7. In 1989, the Supreme Court overturned a statute that made burning the United States flag illegal because

8. In the 1950s, Senator Joseph McCarthy convinced the American public that Communists were infiltrating every aspect of their lives by

9. Speakers who bring in false claims and tug at the emotions of the audience, instead of using sound evidence and logical arguments, are examples of

10. Tee gave an informative speech on the poor drinking water conditions of local water. He brought in a test kit and presented statistics that proved local water was dangerous to drink. He advised the class to purchase a certain type of water filter pitcher guaranteed to remove these impurities. At the end of his speech, he mentioned that he worked for the company that made the pitcher and had them for sale. What was Tee’s mistake?
11. Eric wanted to use an excerpt from a Nightline episode, as both an audiovisual aid and a source for his speech. But he only agreed with and wanted to use one of the two guests’ interactions with Ted Koppel, so he edited out the second guest and showed the edited videotape. Was this ethical?

12. In a persuasive speech, you tell a hypothetical story in your introduction and represent it as actually happening to you. Is this appropriate?

13. Hypothetical illustrations within a speech are

14. While researching, Gabe found a tragic story about a young girl who died from a drunk-driving accident. In presenting his speech, Gabe told the story as if this girl was his sister. The speech was quite moving and afterward everyone told Gabe how sorry they were for his family. At this time, he told them it wasn’t really his sister but thought that telling it that way was more effective for this speech. Why is this unethical?

15. Lifting key passages from sources you do not credit in your speech is an unethical practice known as

16. When citing your sources orally in a speech, you should

17. With regard for those “gray areas” of ethics pertaining to the use of sources in a speech, your text suggests

18. Ralph found an excellent source for his speech on organic gardening. He brought the author’s scientific evidence on earthworms and ladybugs into his speech outline. Is this ethical?

19. Marty is having problems coming up with an idea for a speech. He knows his fraternity keeps files of old tests, papers, and speeches and decides to look through these for an idea. He finds a great speech about bats, their value to ecology, and their habitat. He likes this speech so much that he decides to use it largely intact but goes to the Internet to update the sources. Which of the following statements best describes this situation?

20. In a speech on breast cancer, you decide to use the latest information from the National Breast Cancer Foundation website, www.nationalbreastcancer.org. What is the proper way to cite this source in your speech?

CHAPTER 3

1. Because we hear so many sounds simultaneously, the first stage of listening is to

2. When we, as listeners, focus on the message, we are said to

3. When listeners assign meaning and make sense of what they heard, they have _____ the message.
4. When, as a listener, you relate what you hear to an experience that you had as a teenager, you are

5. When Jenny heard the speech about the sinking of the Titanic presented in her class, she thought the speech was on the movie of the same name. What was Jenny's problem?

6. In her class speech about traditions on her college campus, Angela provides little known facts that she discovered in her research. Is this a good technique, according to your text?

7. When listeners can recall ideas and information presented to them, they are said to

8. Because much of our day is spent listening, there may be times we “tune out” when information is being sent to us. This process is called

9. You’ve been to four classes in one day. In each class, you’ve listened to a lecture and taken notes. By the time you get to your night class, you feel like you just can’t take in another word. What is the textbook term for what you’re experiencing?

10. Tara comes into the classroom early on the day of her speech. She closes the blinds, checks the room temperature, and sets up the transparency machine. Which barrier to listening is Tara trying to overcome?

11. When you decide that the speaker’s message will have no value, even before the speech begins, you have engaged in the listening barrier of

12. Listeners who may be uncomfortable or nervous about new information, or fear they may misunderstand or misinterpret the information, are said to have

13. As ethical listeners, audience members must

14. When Aaron gave his speech on capital punishment, he noticed quizzical, confused looks on audience members’ faces when he offered statistics about capital punishment as a deterrent to crime. Is there any ethical violation in this example?

15. Critical listening means that you, as a listener,

16. While listening to a classmate’s speech, Sean began to think that the speaker was citing sources that were biased. Sean began to shake his head and frown. What was Sean doing in this instance?

17. Evaluating the quality of information, ideas, and arguments presented by a speaker is

18. As audience members, if we prefer to listen to complex information that is interspersed with facts and details, we are

19. What type of listening style occurs when you want the speaker to get to the point and state what needs to be done?
20. While listening to a sociology lecture, you mentally rearrange the ideas being presented, summarize the information, and remain alert for key information. You are considered

Essay Questions (5 points apiece)

Chapter 1
1. What does it mean to be “empowered” in public speaking?

Chapter 2
1. What are the guidelines for an ethical speaker?

Chapter 3
1. What makes a source credible?
   Answer: A credible source is someone who has the credentials, experience, and skill to make an observation about the topic at hand.