

# Public speaking (midterm)



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Conversation What from of communication has much in common with modern public speaking? 1. Public speaking is more planned than conversation.

2. Public speaking is more formal than conversation.

3. The nonverbal communication of public speakers is also more formal than nonverbal behavior in ordinary conversation

4. The physical distance between public speakers and their audience is usually greater than that between people in conversation

5. In public speaking the roles of speaker and audience are more clearly defined and remain stable than an ordinary conversation

What are the similarities and differences between everyday conversation and public speaking? ONPUBLIC SPEAKING (MIDTERM) SPECIFICALLY FOR YOUFOR

ONLY\$13. 90/PAGEOrder Nowwhen audience members see the speaker and decode his or her nonverbal symbolsList and discuss the components of the visual channel of communicationeye contact(or lack of it), facial expressions, posture, gestures, and dresswhen using visual channel what are some nonverbal symbols that are used? Visual ChannelIf the speaker uses an

visual aids, such as graphs or models, these are transmitted along the?

visual and auditoryWhat 2 channels does a speaker use to transmit

messages? Declamationthe delivery of an already famous address-- and of elocutionThey can be both external and internalCan noise in the

communication process be external, internal, or both? understanding

different cultures is necessarythe twenty-first century of a new era in speech making, we know that? Concurrent between speaker and audienceThe

sending and receiving of messages during a speech is? decodingWhen a speaker uses jargon that you dont understand, what are you experiencing?

Being audience centered Considering your audience is at the center of the model because the needs, attitudes, beliefs, values and other characteristics of your audience influences the topic you choose and every step of the speech making process

1. adjust your topic and pattern of organization

2. Adjust your delivery style

3. Adjust your dress To adapt to the cultural expectations of your audience, you may need to do the following:

external noise. Ex: the roar of a lawn mower or a noisy air conditioner is physical, such as: Internal noise. Ex: A bad cold (physiological noise) may cloud a speaker's memory or subdue his or her delivery, an audience member who is worried about an upcoming exam (psychological noise) is unlikely to remember what the speaker says

may stem from either physiological or psychological causes and may directly affect either the source or the receiver. Ex: Yes it will Will the ability to speak with competence and confidence provide empowerment? No, it is not Are slang expressions perfectly appropriate for most types of public speaking?

Visual Channel What is affected by a speaker's posture and gestures? An

audience-centered speaker A speaker who analyses the listener and the

occasion and adapts the speech to them is defined by your text as? The

attitude that one's own cultural approach is superior to those from other

cultures What is ethnocentrism? their socioeconomic status A speaker who

analyzes the audience's income, occupation, and education is interested in?

psychological analysis Trying to determine what an audience believes or

thinks about a speech topic? gender The culturally-based perception of self as

masculine or feminine? Situational analysis An examination by the speaker of

the time and place of the speech, size of the expected audience, and the

speaking occasion? attitudes In a psychological analysis, which of the

following are reflections of the audience's likes or dislikes? beliefs In a psychological analysis, which of the following concepts are what the audience asserts as true or false? The time and place of your speech, the size of your audience, and the occasion A situation audience analysis includes an evaluation of? a demographically analysis Collecting information about an audience concerning their age range, gender, and ethnicity is part of? Informal audience analysis observing your audience and asking questions about them are forms of? An open-ended question Asking a question such as "What do you believe the state should do about funding education?" is an example of? Audience beliefs and topics Which of these characteristics would be examined as part of a psychological audience analysis? people who much attendance A captive audience would best be described as? necessary as part of the complete audience-centered speaker Analyzing and adapting to your audience as you speak is \_\_\_\_\_ target audience The specific group of audience members that you, as a speaker, most wish to address or influence is your \_\_\_\_\_ Photographs What can a speaker add to his or her speech that will likely appeal to most members of a very diverse audience? nonverbal feedback from the audience A speaker much be aware of \_\_\_\_\_ in order to adapt the speech as he or she speaks being audience-centered Considering the needs, interests, and expectations of listeners during the entire speech preparation process is called? general purpose Speeches that you present will be either to inform, to persuade, or to entertain. This goal for your speech is known as its? central idea A complete, declarative sentence that summarizes your speech is known as the? Specific purpose When wording the statement of your \_\_\_\_\_, use verbs that refer to observable or measurable behavior to change or reinforce an audience's

beliefs and/or urge action (act as an advocate) The general purpose of a persuasive speech is? determining your main ideas Searching for logical divisions in a subject is a strategy for? consider the audience when you find out as much about your audience's needs, interests, and expectations prior to selecting a topic, you are fulfilling which guidelines for selecting a topic? They have a list of topics divided into categories, and subcategories When searching for a speech topic, web directories, such as Yahoo, are helpful because? Brainstorming When you make a list of your own interests, and just begin writing as much topics related to these as you can think of without stopping to consider them, you are using a technique known as? Finding logical divisions When you structure your speech topic into main points, based on a reasonable, appropriate progression of ideas, what aspect of organization are you accomplishing? is a single sentence summarizing your speech A properly worded central idea or thesis statement is? choose a topic of interest to you What technique in selecting a speech topic will best motivate both your research and delivery? Audience The \_\_\_\_\_ is an equally important element topic selection, in addition to the interests or knowledge of the speaker when scanning a Web directory like Yahoo Many times, something you read \_\_\_\_\_ can generate a great idea for a speech topic a "blueprint" of a speech When combined with a central idea, a preview statement can form \_\_\_\_\_ magazines and journals The term "periodicals" refers to? the World Wide Web The internet delivery system that brings information to your computer as text, graphics, audio, and visual images is known as? LEXIS-NEXIS One excellent full-text database that includes periodicals, newspapers, government documents, and law journals is? Interviewing Discussing your speech topic with someone who is

knowledgeable on the subjects is a method of gathering support material known as? hoer or his own personal experience and knowledge What is the first source of supporting material a speaker should rely upon? The URL, or uniform resource locator The address of each Web site or page is known as? Accountability This is considered a critical factor in evaluating Web resources- Stacks Libraries collections of books are generally called? The internet What resource would you use in order to conduct a Boolean search? to establish a purpose or objective for the interview What is the first step in preparing for an interview with someone about your speech topic? Plan possible presentation aids Once you have found adequate verbal sources as supporting material for a speech, what should you do, according to your text? an interview After your conversation with a representative from the health and wellness program at a local hospital, you organize your notes and decide which statements to quote in your speech. This form of supporting material is termed? peview and rank them How do you select the resources which will have the most value in preparing for your speech? Web pages or sites which are automatically linked What is a hyperlink? Yes Is it essential to evaluate Web resources before using them for speech research? Considering your personal experience and knowledge When planning a speech, you should always begin by? Periodicals \_\_\_\_\_ are more up-to-date than books, but newspapers are more current than periodicals Extended illustration A lengthy illustration with a plot beginning, climatic point, and end a brief illustration A short illustration of no longer than a sentence or two in the form of a metaphor or similie A figurative analogy is? expert testimony When someone, who is a recognized authority in a specialized area, states his/her opinion, this is considered? description Producing word pictures that allow

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your audience to mentally see, hear, smell, touch, or taste something is a process known as? explaining why? If, as supporting material for a speech, you give reasons or causes for a policy, principle, or event, you are? when your topic is controversial? When is it a good idea to use expert testimony in a speech? Use reputable, authoritative, unbiased sources for your statistics? What are important guidelines for the use of statistics in a speech? Magnitude? The more experts who support your viewpoint and the larger the numbers you cite reflect a principle within selecting the best supporting material known as? choose and use a variety of supporting material? A skilled public speaker must learn to? Hold the attention of your audience? Explanations should have vivid and specific language in order to capture and...? set up the causes for a cause-solution speech? In explaining "why" a speaker can? the organizational pattern? The method a speaker uses to arrange her or his main ideas? Chronological pattern? The pattern of speech organization used in a speech topic that progresses in order of time? topical? When your central idea naturally divides into various areas to be supported, the organizational pattern? spatial? If your speech topic concerns something that occupies physical space, the organizational pattern may be? Problem-solution? A speech topic that presents an issue that needs resolving can effectively be organized as? Problem-solution pattern? A speech organizational pattern which goes one step beyond cause and effect to discuss ways to alter, fix, or correct an effect? Hypothetical illustrations, description, and opinions? What 3 things are considered to be soft evidence? recency? When you save the most important material for last? preview? Telling the audience your main ideas before you begin to develop your speech? To keep your audience on track with your speech? The

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main reason to use previews, summaries, and signposts is...? enumerate your main ideas One way to signpost your speech is to enumerate your main ideas to keep your audience on track with your speech dividing main points into sub points After speakers have organized their main points, what is the next step? integrating supporting materials smoothly when you state a main idea, cite the source, present the material, and then explain how the material supports the main idea, you are Nonverbal signposts A planned pause in a speech may be used as Signposts Transitions, previews, and summaries are all examples of Nonverbal transition A change in facial expression, a pause, an altered vocal pitch or speaking rate, or a movement all may indicate a review the logical divisions, reasons, or series of steps you identified when you narrowed your topic Before organizing your main points, it is wise to principle of recency The \_\_\_\_\_ means that an audience will best remember your last supporting point Note cards Using \_\_\_\_\_ to record supporting materials, then rearranging these cards, is an efficient method of planning your speech Using visuals as aids to verbal signposts \_\_\_\_\_ will improve your audience's ability to follow your speech preparation outline Just as a traveler needs a map for a journey, a speaker needs a map for a speech. This detailed map of a speech is a preparation outline The speaker's outline which contains the specific purpose, the introduction, all main ideas with supporting material, and a conclusion is a mapping Writing down your main ideas, sub points, and supporting material, then using geometric shapes and arrows to indicate logical relationships is a technique known as to insure that all main ideas and sub points are clearly and logically arranged and adequately supported The ultimate goal of the planning period with your outline is delivery or speaking



outlineThe \_\_\_\_\_ is shorter than the preparation use at least 2 subdivisions, if any, for each point What is one of the features of the standard outline form? everything but directions for delivering your speech When developing a preparation outline, you should write out..? brief and have speaking notes The delivery outline should be..? the delivery (or speaking) outline When you finally deliver your speech, you should speak from the..? type or print information so that it can be easily read What tip is suggested regarding the use of speaking notes? Whatever system makes sense and works best for the speaker What is preferable as speaking notes? Yes, notes written in the margins of a delivery outline can help a speaker adjust in the delivery If you are worried about speaking too fast in a speech, should you write "slow down" type notes to yourself on your delivery outline? Yes; comments like this are effective delivery reminders on speaking notes On the evaluations for your previous two speeches, you received a comment about a "speedy vocal delivery" you want to make sure not to repeat that mistake on your next speaking assignment, so you write in the margins of your note cards "slow down" is the proper for speaking notes? preparation outline The \_\_\_\_\_ can be viewed as a map of your speech delivery outline The \_\_\_\_\_ should include transitions, citations, and directions for delivery oral is more personal Allowing the speaker and audience to interact characterizes what distinction between oral and written styles of language? less formal A speaker's ability to use shorter words and phrases characterizes what quality of oral from written language? more repetition A speaker's ability to state, restate and phrases characterizes what distinction of oral language? use ambiguous words All of the following are effective strategies for using words except this technique connotative \_\_\_\_\_ meanings of

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words are not normally found in the dictionary  
Ethnic vernaculars \_\_\_\_\_  
refers to words that combine the English language with other  
languages  
Regionalist \_\_\_\_\_ refers to words that reflect a speaker and  
audience's geographical background  
Jargon \_\_\_\_\_ refers to words unique to  
a speaker's particular hobby or profession  
metaphors  
Which of the following is  
a figure of speech that uses an implied comparison? Similie \_\_\_\_\_ is a  
figure of speech comparing two things using the term " like" or " as"  
Parallelism \_\_\_\_\_ occurs when 2 or more clauses or sentences have the same  
grammatical pattern  
Antithesis \_\_\_\_\_ occurs when a sentence has 2 parts  
with parallel structures, but contrasting meaning  
aliteration \_\_\_\_\_ occurs  
when a key word or phrase gives rhythm and power to a message, making it  
memorable  
repetition \_\_\_\_\_ occurs when a consonant sound is repeated  
several times in a phrase, clause or sentence  
standard U. S. English  
When speaking to a very diverse audience, it is best to use? Oral language  
styles \_\_\_\_\_ tend to use more pronouns  
present information so that your  
audience will be interested, understand and remember  
The three goals of an  
informative speech? teacher  
The speaker in an informative speech acts as  
a objects  
The type of informative speech that concerns anything you can see  
or touch is a speech about ideas  
An informative speech that discusses  
principles, concepts, and theories is classified as a speech  
about androgogy  
The ary and science of teaching adults to learn to maintain  
interest  
When a speaker shows the audience that the information presented  
will affect them directly, he or she is fulfilling which goal of information  
speaking? about half  
One day after a presentation, most audience members  
will remember? Adults like to be actively involved in the learning process  
This  
is a generally accepted principle of adult learning  
Description  
In an

informative speech, when you talk about how an object feels, how something tastes, or how an emotion feels, you are invoking the power of conflict, action, and suspense. An effective way to keep an audience's attention is to tell a story. According to your text, what are elements that make a good story? to present information that the audience can understand and remember, which maintaining their interest. The primary goals of informative speaking are report. The most common type of work-related presentation asking you how to increase sales or communicate policy or information is a public relations speech. A work-related speech in which you address an audience outside of your organization about what your group does or a special project that your group would like to support for is a toast. When offering a brief salute to a special occasion or person, you are giving an acceptance speech. A special-occasion speech in which you briefly express your heartfelt thanks is an speech of introduction. A special-occasion in speech in which one of your goals is to build another speaker's credibility is a keynote address. Paula is asked to deliver a speech that sets the tone for a childcare conference. What type of special-occasion speech will she give? after-dinner speech. Although this special-occasion speech may inform or persuade, its primary goal is to entertain. Hyperbole \_\_\_\_\_ relies upon exaggeration, and is often humorous. To communicate information or policy. When presenting a report in your workplace, your general purpose is developing a plan to counter objections and problems. In a public relations presentation, the speaker should anticipate and prepare for criticism by being brief and accurate. What 2 criteria are most important when making a speech of introduction? the nominee's qualifications for this award or office. When you make a speech placing someone's name in nomination for an office or

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award, what should you be sure to mention? Comment on the meaning or the significance of the award to you

When you make an acceptance speech, what is important to keep in mind? praise the graduating class

When delivering a commencement address, the speaker should

informative speaker

In a speech of tribute to a person, you are essentially what kind of speaker?

workplace public speaking

Routine summaries at meetings, reports to the board, sales pitches to clients, and training seminars for coworkers are all examples of

anticipate objections in the minds of your listeners and answer those objections in your speech

When giving a public relations speech, you should.. a reference to the occasion, a brief history of the award and its significance, and the naming of the person receiving the award

The three necessary elements for an award-presentation speech are

thank the person making the presentation and the organization that person represents

The first part of an acceptance speech should be to \_\_\_\_\_ and the \_\_\_\_\_ then, mention a few of the people responsible for your success

eulogy or speech of tribute to someone who died

Some humor may be appropriate in a

Being Audience Centered involves making decisions about the content and style of your speech before you speak, based on knowledge of your audience's values and beliefs

1. To Inform
2. To persuade
3. To entertain

Name the 3 types of general speech purposes

To inform

What type of speech is designed to teach, define, illustrate, clarify, or elaborate on a topic? The central Idea

What aspect of speech preparation contains the summary of your message?

1. The introduction helps capture
- The conclusion summarizes your key ideas

attention, serves as an overview of of the speech, and provides the audience with reasons to listen to you

2. The body presents the main content of your speech

3. What are the 3 major divisions of a speech? Specific purpose a concise statement indicating what you want your listeners to be able to do when you finish your speech To ensure logical divisions, reasons or steps Why is a complete outline of your speech necessary? To rehearse your speech aloud, standing just as you will when you deliver it to your audience What is the best way to rehearse a speech? Before Does audience centeredness begin before or after a speech The central idea identifies the essence of your message. you can think of it as a one sentence summary of the speech When you are organizing your speech When should you prepare your introductions and conclusions? Ethics are the beliefs, values, and moral principles by which people determine what is right or wrong Ethical communication fundamental to responsible thinking, decision making, and the development of relationships and communities within and across contexts, cultures, channels and media accommodation The willingness to listen to different viewpoints and understand beliefs and values other than your own Any ethical speaker is one who has a clear, responsible goal, uses sound, evidence, and reasoning, is sensitive to any tolerance of differences, is honest and avoids plagiarism What is speaking ethically?

1. do your own work
2. Acknowledge your sources
3. take careful notes
4. cite sources correctly how do you avoid plagiarism? freedom of speech What does the first amendment of the constitution guarantee? accommodation What is tolerance for differences? responsibility to speak ethically to speak freely must be balanced by? Ethos what term does Aristotle use in referring to a speaker's confidence the author, the title, and the

year When citing your sources orally in a speech what should you do? to manage your nervousness so that it does not create internal noise that it keeps you speaking effectively When facing public speaking anxiety what should be the goal of the speaker?

1. pupil dilatation

2. increase blood flow

3. extra adrenaline

4. increase indorphanes to block pain

5. increased heart rate List at least 3 physical change (improves your energy level and helps you function better)

1. be prepared

2. be organized

3. breathe

4. make practice real

5. give yourself a mental pep talk list and explain 5 methods to reduce speech anxiety? understanding why you are nervous. you feel more nervous than you look. Your perception of the speaking event, your self image, and your self esteem interacts to create speech anxiety . what should you do to ease yourself before delivering the speech physical changes improves your energy level and helps you function better, your heightened state of readiness can actually help you speak better how can anxiety be useful? 125, 700 we can speak \_\_\_\_\_ words per minute and listen to \_\_\_ content oriented listeners a person who likes their information delivered with lots of facts and details is likely a?

receiver apprehension a listener who suffers from a fear of misunderstand or misinterpreting messages is said to have

1. people oriented listeners (expressing feeling and emotions)

2. action orientation listeners (skeptical, wants evidence)

3. content orientative listeners (like facts and details)

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4. time orientation listeners (like the speaker to get to the point) what are the different types of listening? receiver apprehension (use a tape recorder, take accurate notes) a fear of misunderstanding, misinterpretation, or not being able to adjust psychologically to messages spoken by others

1. listen for pleasure (enjoy it)
2. listen for empathize (stop, look and listen)
3. listen to evaluate (judgement about it)
4. listen for information (listen for the details, link to major ideas) what are the 4 major listening goals? remember when listeners recall ideas and information presented to them

Time lag the difference in which we speak and we process selfish listener the process of listening relating material to their own experiences and knowledge