

Public Speaking

Student Name \_\_\_\_\_

B101

PUBLIC SPEAKING

1. The province of public speaking is not only to entertain and inform, but also to convince and persuade. True or False
2. The first essential is a knowledge of one's fellow-men. True or False
3. A good speaker should have knowledge of good books and space tools. True or False
4. Who said, "Reading maketh a full man?" \_\_\_\_\_.
5. Unless you win the interest of your audience, your efforts to deliver a \_\_\_\_\_ will be in \_\_\_\_\_.
6. A speech must be made up of an introduction, a body, and a \_\_\_\_\_
7. The formal speech will always have dignity of form and of diction. True or False
8. A useful suggestive outline for the short talk or informal address is furnished by four questions name them:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
9. Brevity is the soul of wit. True or False
10. Thus, often by an impromptu speech you can add to the interest of a \_\_\_\_\_ by the orderly and well balanced presentment of your \_\_\_\_\_ views.

Forms of Public Speaking

1. The aim of the expository speaker is to make something clear to his or her audience. True or False
2. Name the six methods of exposition, any or all of which may be employed in a speech for clearness:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_

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3. Metaphor, is said to be the essence of poetry. True or False
4. Love, affection, admiration, veneration, when sincerely \_\_\_\_\_ is never out of date.

## Discussion and Debate

1. It can be said that discussion picks up where debate leaves off. True or False
2. We are no longer a world of isolated communities. True or False
3. Name the five steps in the process of thinking through to the solution of a problem:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
4. Besides the conference type of discussion, there are six others, name them:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
5. If two speakers speak up at the same time, the chairperson designates who shall talk first. True or False

## Argument and Persuasion

1. An argument is a reason given in support of a \_\_\_\_\_.
2. Free discussion of public questions is necessary to the welfare of people in a \_\_\_\_\_
3. The corresponding word in answers is *because*. True or False
4. The syllogism is a common form of logical \_\_\_\_\_
5. Proof is not convincing evidence. True or False
6. The debating leagues of colleges and high schools have developed certain customs and rules for the conducting of debates, name the 10 important ones given:

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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Forms of Oral Interpretation

1. Name the four forms of oral interpretation which are frequently used:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
2. A speech phrase is the same as a grammatical phrase. True or False
3. The speech phrase is a unit in several ways. True or False
4. Terms used to designate three kinds of emphasis are:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
5. The reader's relationship to the audience is a mediate one. True or False
6. Poetry of a \_\_\_\_\_ nature and ballads are especially suited to recitation.
7. Impersonation is a form of speaking closely related to acting. True or False
8. Name the four characteristics of story telling:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
9. Quintilian was a famous Greek orator. True or False
10. Name the four general methods of delivering speeches:
  1. \_\_\_\_\_.
  2. \_\_\_\_\_.
  3. \_\_\_\_\_.

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4. \_\_\_\_\_.

11. Always look at your audience, and let them see your eyes. True or False

12. Strive to repress all gesture. True or False

13. Carefully think your words and phrases. True or False

14. Name the eight qualities of the speaking voice usually distinguished:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

15. What punctuation is to written language, inflection, change of pitch, and pauses are to spoken language. True or False

16. Silences are the wells of thought. True or False

17. Generally, it is unwise to exceed 150 words a minute in ordinary speaking. True or False

18. Take a “deep breath” before you begin to speak. True or False

19. Correct speech sounds are secured by right breathing, proper shaping of the mouth, and correct \_\_\_\_\_ of the \_\_\_\_\_ sounds.

Part II

SPEAKING

1. Speaking is an even more fundamental part of language than \_\_\_\_\_.
2. Spoken words are produced in the same way that notes are produced by a \_\_\_\_\_.
3. Speaking consists of the four functions of \_\_\_\_\_, vibration, \_\_\_\_\_, and \_\_\_\_\_.
4. The diaphragm is a sheet of muscle that lies above the abdominal organs and beneath the lungs.  
True or False
5. When people are breathing normally the \_\_\_\_\_ are relaxed.
6. The best way to sense the power of the \_\_\_\_\_ is to hum loudly.
7. Achieving better speech often requires closer attention to \_\_\_\_\_.

Speech Disorders

8. Some speech disorders have \_\_\_\_\_ as well as \_\_\_\_\_ causes.
9. Stuttering usually begins between four and seven years of age. True or False
10. Stuttering is sometimes treated as a breathing problem. True or False
11. Cluttering is characterized by speech that is \_\_\_\_\_, very fast, and \_\_\_\_\_ to understand.

Improving Speech

12. Nearly everyone could profit from \_\_\_\_\_ in their speaking ability.
13. People's attitudes and feelings are conveyed to others by the way they \_\_\_\_\_ and \_\_\_\_\_.
14. The eyes are a speaker's most \_\_\_\_\_ tool after the \_\_\_\_\_ itself.
15. Eyes both receive and retain messages. True or False
16. A few gestures can enhance words. True or False
17. A speaker's face is most \_\_\_\_\_, especially when speaking in a \_\_\_\_\_ group.
18. The \_\_\_\_\_ of a voice is another nonverbal aspect of \_\_\_\_\_.
19. Shrillness is often related to nervousness. True or False

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20. Tone is the quantity of the voice. True or False
21. The speaker should be aware that \_\_\_\_\_ have their own concerns and problems.
22. A big part of preparation is organization. True or False
23. The beginning of the speech must be calculated to \_\_\_\_\_ the listener's \_\_\_\_\_.
24. A favorite way to open a talk is with a joke. True or False
25. Joke telling or foolish jesting behind a pulpit is highly recommended. True or False
26. The end of a talk leaves the final \_\_\_\_\_.
27. Many inexperienced speakers want more than \_\_\_\_\_ conclusion.
28. Rehearsing in front of a mirror is not a good idea. True or False
29. To be a good conversationalist one must be able to \_\_\_\_\_.
30. What are the three principles for conversation?
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
31. Bad speech habits may cause you to lose a chance at a good job. True or False
32. Many adverbs are formed by adding -ly to an adjective. True or False
33. A pronoun is a word that can be used in place of another verb. True or False
34. Verbs have three forms, Name them:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
35. I have went to school is correct speech. True or False
36. Hissself is a grammatical fault. True or False
37. Nowheres is a wrong grammatical fault. True or False
38. Youse is a right word to use. True or False
39. Some people judge speakers on how they pronounce certain words. True or False
40. Didja is a right pronunciation. True or False
41. Oughta is an incorrect pronunciation. True or False
42. Most people are impatient with their speech. True or False

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43. Some people use offensive language for \_\_\_\_\_.
44. One should not use God's name in vain while speaking. True or False
45. Cliches are words and phrases that have been used so often they have lost their \_\_\_\_\_.
46. To identify speech habits, people must listen to the radio. True or False
47. Speech should be at a level that suits both the \_\_\_\_\_ and the \_\_\_\_\_.
48. Speech is a teacher's principle \_\_\_\_\_.
49. Speech is a major concern in the acting profession. True or False
50. A radio broadcaster or television news announcer is also a profession where good \_\_\_\_\_ is required and \_\_\_\_\_ to address the public in a \_\_\_\_\_ way.