

Becoming a Public Speaker 1

TRUE/FALSE QUESTIONS

1. Learning to speak effectively can enhance your career as a student and help you advance your professional goals.
2. Oral and written communication skills top the list of job skills most employers seek in college graduates.
3. Preparing speeches calls upon one's ability to reason and think critically.
4. Public speaking skills will prevent you from entering the public conversation about social concerns.
5. The practice of *oratory*, or *rhetoric*, emerged full force in Greece in the fifth century B.C.E.
6. The Greeks referred to legal speech as *epideictic oratory*.
7. According to Aristotle and other classical rhetoricians, *memory* is one of the five canons of rhetoric.
8. *Delivery* refers to adapting speech information to the audience in order to make your case.
9. The *five canons of rhetoric* are invention, adaptation, arrangement, timing, and delivery.
10. The audience's response to a message is called *feedback*.
11. Unlike dyadic communication, public speaking usually occurs in formal settings.
12. The *source* is the person who receives the message.
13. The process of converting thoughts into words is termed *encoding*.
14. The *receiver* decodes, or interprets, the message.
15. Audience members often selectively interpret the meaning of a speaker's message.
16. The content of a message can be expressed both verbally and nonverbally.
17. Another term for *noise* is *interference*.

18. *Noise* is the medium through which a speaker sends a message.
19. The *channel* is the content of the communication process.
20. *Shared meaning* is the mutual understanding of a message between speaker and audience.
21. Context includes any outside factors that influence the speaker, the audience, or the occasion.
22. The circumstance that calls for a public response is known as the *rhetorical situation*.
23. A speech does not need a clearly defined goal to be effective.
24. Public speaking is similar in many ways to engaging in an important conversation.
25. Effective speaking and effective writing both require a sense of who the audience is.
26. In general, speakers use more unfamiliar words and complex sentences than do writers.
27. Public speakers must learn to cultivate their *cultural intelligence*.

MULTIPLE-CHOICE QUESTIONS

28. Benefits of public speaking do *not* include
 - A) gaining real-life skills.
 - B) advancing professional goals.
 - C) improving budgetary skills.
 - D) enhancing your career as a student.
29. The Athenians demonstrated their oratorical talent in a public space called a(n)
 - A) public forum.
 - B) deliberative forum.
 - C) city-state.
 - D) agora.
30. The Greeks referred to legislative or political speech as
 - A) epideictic oratory.
 - B) deliberative oratory.
 - C) forensic oratory.
 - D) informative oratory.
31. Which of the following is *not* one of the five canons of rhetoric?
 - A) invention
 - B) delivery
 - C) persuasion
 - D) arrangement

32. *Invention* refers to
- A) developing information for your audience in order to make your case.
 - B) the way the speaker uses language to express the speech's ideas.
 - C) practicing the speech until it can be artfully delivered.
 - D) None of the options are correct.
33. A form of communication between two people is called
- A) mass communication.
 - B) small group communication.
 - C) dyadic communication.
 - D) public speaking.
34. In this form of communication, the receiver is physically removed from the messenger, and feedback is delayed.
- A) mass communication
 - B) small group communication
 - C) public speaking
 - D) dyadic communication
35. Factors that distinguish *public speaking* from other forms of communication include
- A) opportunities for feedback.
 - B) level of preparation.
 - C) degree of formality.
 - D) All of the options are correct.
36. Which of the following is the most formal type of communication?
- A) small group communication
 - B) dyadic communication
 - C) public speaking
 - D) mass communication
37. Converting thoughts into words is called
- A) encoding.
 - B) decoding.
 - C) receiving.
 - D) channeling.
38. The recipient of the source's message is
- A) the encoder.
 - B) the channel.
 - C) the receiver.
 - D) the sender.
39. The audience's response to a message, conveyed both verbally and nonverbally, is referred to as
- A) shared meaning.
 - B) feedback.
 - C) the medium.
 - D) decoding.
40. Anything that influences the speaker, the audience, the speech, the occasion, or the situation is called
- A) context.
 - C) the outcome.

- B) shared meaning.
 - D) the communication process.
41. To learn public speaking, you can draw on skills that you already possess from these two types of communication:
- A) interviewing and arguing.
 - B) small group communication and conversation.
 - C) mass communication and composition.
 - D) conversation and composition.
42. How does spoken language differ from written communication?
- A) Speakers use unfamiliar words and complex sentences.
 - B) Oral language is less interactive than written language.
 - C) Speakers make more references to themselves and to the audience.
 - D) Written communication is far more formal than spoken language.

FILL-IN-THE-BLANK QUESTIONS

43. The practice of giving speeches was originally known as _____, also called *oratory*.
44. In the Roman republic, citizens met in a public space called a(n) _____.
45. _____ is the canon of rhetoric that refers to discovering types of information to make your case to an audience.
46. A form of communication between two people, such as a conversation, is termed _____ communication.
47. _____ is the process of interpreting a message.
48. _____ is the audience’s verbal or nonverbal response to a message.
49. _____ is any interference with the message; this disruption to communication may be physical, psychological, or environmental.
50. The mutual understanding of a message between the speaker and the audience is called _____.
51. The _____ is the circumstance that calls for a public response.
52. The language, beliefs, values, norms, behaviors, and material objects that are passed on from one generation to the next are termed _____.

53. Cultural _____ means being skilled and flexible about understanding a culture.

ESSAY AND SHORT ANSWER QUESTIONS

54. List and explain three benefits of public speaking.
55. How does public speaking training enhance your career as a student?
56. Explain how developing public speaking skills can help you become a more engaged citizen.
57. List and describe three of the five canons of rhetoric.
58. Discuss the shared characteristics of mass communication and public speaking.
59. Explain how public speaking is similar to conversation.
60. List and describe one similarity and one difference between public speaking and small group communication.
61. Explain why public speaking is usually more formal than other types of communication.
62. Give two examples of noise in a public speaking situation.
63. List and describe the elements of the communication process.
64. Define *speech context* and *rhetorical situation*.
65. What does it mean to develop an effective oral style?
66. What is *culture*, and why should a speaker consider it when preparing a speech?

ANSWER KEY FOR CHAPTER 1

- | | | |
|---------|-----------|---------------|
| 1. True | 23. False | 45. Invention |
| 2. True | 24. True | 46. dyadic |
| 3. True | 25. True | 47. Decoding |

- | | | |
|-----------|--------------|--------------------------|
| 4. False | 26. False | 48. Feedback |
| 5. True | 27. True | 49. Noise |
| 6. False | 28. C | 50. shared meaning |
| 7. True | 29. D | 51. rhetorical situation |
| 8. False | 30. B | 52. culture |
| 9. False | 31. C | 53. intelligence |
| 10. True | 32. A | 54. (No answer) |
| 11. True | 33. C | 55. (No answer) |
| 12. False | 34. A | 56. (No answer) |
| 13. True | 35. D | 57. (No answer) |
| 14. True | 36. C | 58. (No answer) |
| 15. True | 37. A | 59. (No answer) |
| 16. True | 38. C | 60. (No answer) |
| 17. True | 39. B | 61. (No answer) |
| 18. False | 40. A | 62. (No answer) |
| 19. False | 41. D | 63. (No answer) |
| 20. True | 42. C | 64. (No answer) |
| 21. True | 43. rhetoric | 65. (No answer) |
| 22. True | 44. forum | 66. (No answer) |