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Test Bank

for

German, Gronbeck, Ehninger, and Monroe

Principles of Public Speaking

Seventeenth Edition

prepared by

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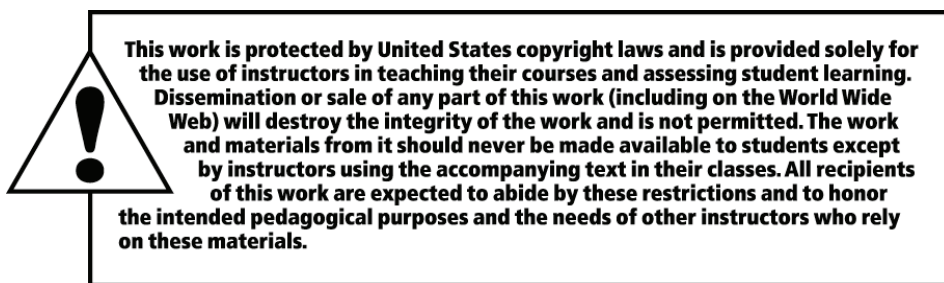
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Chapter 1: Speech, Speaking, and Training in Higher Education

Multiple Choice

1.1-1. Public speaking skills can help you

- a. personally, publicly, and professionally.
- b. personally and professionally.
- c. privately and professionally.
- d. publicly and professionally.

Difficulty: 1

Question ID: 1.1-1

Page Ref: 4

Topic: Studying Public Speaking

Skill: Knowledge

Answer: a. personally, publicly, and professionally.

1.1-2. When we refer to public speaking as a social act, we mean

- a. public speaking only involves the speaker.
- b. public speaking only involves the audience.
- c. public speaking is a personal involvement.
- d. public speaking involves the speaker and audience.

Difficulty: 1

Question ID: 1.1-2

Page Ref: 4

Topic: Studying Public Speaking

Skill: Knowledge

Answer: d. public speaking involves the speaker and audience.

1.1-3. When a person considers speaking publicly one of his/her concerns should include

- a. his/her pounding chest and dry mouth.
- b. his/her own cultural background.
- c. his/her audience's pounding chest and dry mouth.
- d. his/her audience's cultural background.

Difficulty: 2

Question ID: 1.1-3

Page Ref: 4

Topic: Studying Public Speaking

Skill: Comprehension

Answer: d. his/her audience's cultural background.

1.1-4. Which of the following is a way to learn more about public speaking?

- a. Practicing new behaviors and skills in the classroom
- b. Practicing new techniques out on your friends
- c. Practicing listening skills
- d. All of the above

Difficulty: 1

Question ID: 1.1-4

Page Ref: 5

Topic: Studying Public Speaking

Skill: Knowledge

Answer: d. All of the above

1.1-5. According to your book, consumer imperative

- a. brings people together to share their perspectives and values.
- b. stresses the active role that listeners play in social communities.
- c. establishes what is right or wrong in society.
- d. provides information on consumer spending.

Difficulty: 1

Question ID: 1.1-5

Page Ref: 5-6

Topic: Studying Public Speaking

Skill: Knowledge

Answer: b. stresses the active role that listeners play in social communities.

1.1-6. All of the following are imperative for studying public speaking EXCEPT

- a. social imperative.
- b. consumer imperative.
- c. oral imperative.
- d. intellectual imperative.

Difficulty: 1

Question ID: 1.1-6

Page Ref: 5-6

Topic: Studying Public Speaking

Skill: Knowledge

Answer: c. oral imperative.

1.1-7. According to the book, when a speaker learns to expertly criticize the speeches of others it will help the speaker to

- a. hone their own skills.
- b. prejudge the speech quality.
- c. listen only for facts.
- d. become emotionally invested in the speaker's message.

Difficulty: 1

Question ID: 1.1-7

Page Ref: 5

Topic: Studying Public Speaking

Skill: Knowledge

Answer: a. hone their own skills.

1.1-8. **According to your book, Ong describes the characteristics of orality as integrative, redundant, traditionalist, concrete, situational, and**

- a. relative.
- b. segregated.
- c. participatory.
- d. none of the above

Difficulty: 2

Question ID: 1.1-8

Page Ref: 7-8

Topic: Orality in Social-Political Life

Skill: Knowledge

Answer: c. participatory.

1.1-9. **Which of the following is an example of feedback?**

- a. Michael trying to find the right words to say to his girlfriend
- b. Brad listening to the loud music on the radio
- c. Susan's confused look on her face as she listened to a speaker.
- d. Sharon trying to understand Michael's words

Difficulty: 3

Question ID: 1.1-9

Page Ref: 9

Topic: Basic Elements in the Speechmaking Process

Skill: Application

Answer: c. Susan's confused look on her face as she listened to a speaker.

1.1-10. **The source of the speech message is called the**

- a. speaker.
- b. interpreter.
- c. context.
- d. listener.

Difficulty: 1

Question ID: 1.1-10

Page Ref: 8

Topic: Basic Elements in the Speechmaking Process

Skill: Knowledge

Answer: a. speaker.

1.1-11. **The following are the basic elements of public speaking EXCEPT**

- a. speaker.
- b. morals.
- c. message.
- d. listener.

Difficulty: 1

Question ID: 1.1-11

Page Ref: 8

Topic: Basic Elements in the Speechmaking Process

Skill: Knowledge

Answer: b. morals.

1.1-12. Speaking is a transaction involving a speaker, a message, and

- a. speaker.
- b. listeners.
- c. interpreter.
- d. context.

Difficulty: 1

Question ID: 1.1-12

Page Ref: 8-9

Topic: Basic Elements in the Speechmaking Process

Skill: Knowledge

Answer: b. listeners.

1.1-13. Speaking is a transaction involving a message, listeners and a

- a. speaker.
- b. listeners.
- c. interpreter.
- d. context.

Difficulty: 1

Question ID: 1.1-13

Page Ref: 7

Topic: Basic Elements in the Speechmaking Process

Skill: Knowledge

Answer: a. speaker.

1.1-14. Speaking is a transaction involving a speaker, listeners, and

- a. a moral frame.
- b. good sense.
- c. ethics.
- d. a message.

Difficulty: 1

Question ID: 1.1-14

Page Ref: 8-9

Topic: Basic Elements in the Speechmaking Process

Skill: Knowledge

Answer: d. a message.

1.1-15. Jane was delivering a speech on nuclear waste when she noticed the confused looks on the faces of some of the members of the audience. She responded by saying, "Let me give you an example of the concept." What is she doing?

- a. Building her credibility
- b. Compensating for the situation
- c. Losing her train of thought
- d. Responding to the feedback of the audience

Difficulty: 2

Question ID: 1.1-15

Page Ref: 9

Topic: Basic Elements in the Speechmaking Process

Skill: Application

Answer: d. Responding to the feedback of the audience

1.1-16. **Another word for speaker credibility is**

- a. ethos.
- b. logos.
- c. pathos.
- d. mythos.

Difficulty: 1

Question ID: 1.1-16

Page Ref: 10

Topic: Ethos in the Western World

Skill: Knowledge

Answer: a. ethos.

1.1-17. **Your reputation for reliability, truthfulness, and concern for others is related to which quality of successful public speaking?**

- a. Respect for human diversity
- b. Ethics
- c. Knowledge
- d. Competence

Difficulty: 2

Question ID: 1.1-17

Page Ref: 11

Topic: Ethical Responsibilities for Speakers

Skill: Comprehension

Answer: b. Ethics

1.1-18. **Which of the following is not recommended for coping with stage fright?**

- a. Preparing ahead of time
- b. Breathing slowly and deeply
- c. Letting your imagination run wild
- d. Thinking about your ideas

Difficulty: 1

Question ID: 1.1-18

Page Ref: 14

Topic: Speaking of Apprehension

Skill: Knowledge

Answer: c. Letting your imagination run wild

1.1-19. **The skyhook principle is used when speaking to an audience**

- a. who has the same values as the speaker.
- b. in which the speaker finds a moral frame.
- c. who has different values than the speaker.
- d. where the speaker does not know the values of the audience.

Difficulty: 2

Question ID: 1.1-19

Page Ref: 12

Topic: The Moral Bases of Public Decision Making

Skill: Comprehension

Answer: b. in which the speaker finds a moral frame.

1.1-20. **Paulo was giving his first speech when he began to experience shortness of breath, according to your textbook, Paulo was experiencing**

- a. speech apprehension.
- b. a heart attack.
- c. speech toxicity.
- d. an adrenaline rush.

Difficulty: 1

Question ID: 1.1-20

Page Ref: 14

Topic: Speaking of Apprehension

Skill: Application

Answer: a. speech apprehension.

1.1-21. **In which part of the speech should you state the main or central idea?**

- a. Conclusion
- b. Beginning of the body
- c. Right in the middle of the speech
- d. Introduction

Difficulty: 2

Question ID: 1.1-21

Page Ref: 14

Topic: Your First Speech

Skill: Knowledge

Answer: d. Introduction

1.1-22. **When a speaker makes local references and shapes their examples for a particular situation, which context is the speaker addressing?**

- a. The need to understand the limitations of talk
- b. The need to recognize that all people are different and complex
- c. The need to adapt the messages and him/her self to particular audiences
- d. The need to consciously seek and react to audience feedback

Difficulty: 3

Question ID: 1.1-22

Page Ref: 9

Topic: Basic Elements in the Speechmaking Process

Skill: Comprehension

Answer: c. The need to adapt the messages and him/her self to particular audiences

1.1-23. **In what part of the speech do you recapture the main idea of the speech and wrap it up?**

- a. Body
- b. Transitions
- c. Introduction
- d. Conclusion

Difficulty: 1

Question ID: 1.1-23

Page Ref: 14

Topic: Your First Speech

Skill: Knowledge

Answer: d. Conclusion

1.1-24. In developing the body of the speech, speakers should

- a. draw upon their own knowledge as they develop their ideas.
- b. identify the theme of the speech.
- c. place their weakest arguments first.
- d. avoid emotional appeals.

Difficulty: 1

Question ID: 1.1-24

Page Ref: 14-15

Topic: Your First Speech

Skill: Knowledge

Answer: a. draw upon their own knowledge as they develop their ideas.

True/False

1.2-1. Public speaking can be characterized as a social and personal act.

Difficulty: 1

Question ID: 1.2-1

Page Ref: 4

Topic: Studying Public Speaking

Skill: Knowledge

Answer: true

1.2-2. Public speaking is natural, requiring little practice.

Difficulty: 1

Question ID: 1.2-2

Page Ref: 4

Topic: Studying Public Speaking

Skill: Knowledge

Answer: false

1.2-3. Public speaking is a social act because it involves the audience and the speaker.

Difficulty: 1

Question ID: 1.2-3

Page Ref: 4

Topic: Studying Public Speaking

Skill: Knowledge

Answer: true

1.2-4. When a person considers speaking publicly, one of the speaker's concerns should be the cultural background of the audience.

Difficulty: 2

Question ID: 1.2-4

Page Ref: 4-5

Topic: Studying Public Speaking

Skill: Comprehension

Answer: true

1.2-5. **A public speaking course teaches you as much about listening as it does about making speeches.**

Difficulty: 1
Question ID: 1.2-5
Page Ref: 5
Topic: Studying Public Speaking
Skill: Knowledge
Answer: true

1.2-6. **Practicing your speeches on your family and friends can help improve your communication skills.**

Difficulty: 1
Question ID: 1.2-6
Page Ref: 5
Topic: Studying Public Speaking
Skill: Knowledge
Answer: true

1.2-7. **Your book can be used as tool for analyzing speeches.**

Difficulty: 1
Question ID: 1.2-7
Page Ref: 5
Topic: Studying Public Speaking
Skill: Knowledge
Answer: true

1.2-8. **Public speaking is a forum for bringing people together.**

Difficulty: 1
Question ID: 1.2-8
Page Ref: 6-7
Topic: Orality in Social-Political Life
Skill: Knowledge
Answer: true

1.2-9. **The importance of speech training as part of a liberal arts education is a 20th Century concept.**

Difficulty: 1
Question ID: 1.2-9
Page Ref: 6
Topic: Studying Public Speaking
Skill: Knowledge
Answer: false

1.2-10. **Public speaking is an interactive process.**

Difficulty: 1
Question ID: 1.2-10
Page Ref: 8
Topic: Basic Elements in the Speechmaking Process
Skill: Knowledge
Answer: true

1.2-11. **Context, in communication, refers to the physical setting, social expectations, cultural rules.**

Difficulty: 2
Question ID: 1.2-12
Page Ref: 8-10
Topic: Basic Elements in the Speechmaking Process
Skill: Comprehension
Answer: a. true

1.2-12. **Speakers and audiences have clearly defined roles in the public speaking arena.**

Difficulty: 1
Question ID: 1.2-11
Page Ref: 8-9
Topic: Basic Elements in the Speechmaking Process
Skill: Knowledge
Answer: true

1.2-13. **According to the textbook, each time that you speak publicly you are contributing to a process of community building.**

Difficulty: 1
Question ID: 1.2-13
Page Ref: 10-11
Topic: Ethical Responsibilities for Speakers
Skill: Knowledge
Answer: true

1.2-14. **Nodding the head in response to a speaker is an example of feedback .**

Difficulty: 2
Question ID: 1.2-14
Page Ref: 9
Topic: Basic Elements in the Speechmaking Process
Skill: Comprehension
Answer: true

1.2-15. **To be successful a speaker needs feedback as to what has gone on in the listeners' minds during the speech.**

Difficulty: 2
Question ID: 1.2-15
Page Ref: 9
Topic: Basic Elements in the Speechmaking Process
Skill: Comprehension
Answer: true

1.2-16. **The term, ethos, is closely associated with the emotional appeal of the speaker.**

Difficulty: 1
Question ID: 1.2-16
Page Ref: 10-11
Topic: Ethos in the Western World
Skill: Knowledge
Answer: false

1.2-17. **Aristotle's concept of ethos includes good sense, a good attitude, and goodwill.**

Difficulty: 1
Question ID: 1.2-17
Page Ref: 10-11
Topic: Ethos in the Western World
Skill: Knowledge
Answer: false

1.2-18. **A speaker should change his/her ethical beliefs to those of the audience.**

Difficulty: 1
Question ID: 1.2-18
Page Ref: 10-12
Topic: The Moral Basis of Public Decision Making
Skill: Knowledge
Answer: false

1.2-19. **Morals and ethics are the same thing.**

Difficulty: 1
Question ID: 1.2-19
Page Ref: 10-13
Topic: Ethical Responsibilities for Speakers
Skill: Knowledge
Answer: false

1.2-20. **Using the skyhook principle means that the speaker sets him/her self up for failure in the public speaking arena.**

Difficulty: 1
Question ID: 1.2-20
Page Ref: 12
Topic: The Moral Basis of Public Decision Making
Skill: Knowledge
Answer: false

1.2-21. **Finding a moral frame demands that the speaker be true to what he/she believes.**

Difficulty: 1
Question ID: 1.2-21
Page Ref: 12
Topic: Ethical Responsibilities for Speakers
Skill: Knowledge
Answer: true

1.2-22. **The three components of a speech are the introduction, body, and conclusion.**

Difficulty: 1
Question ID: 1.2-22
Page Ref: 14
Topic: Your First Speech
Skill: Knowledge
Answer: true

1.2-23. **The listener is the recipient of the message.**

Difficulty: 1
Question ID: 1.2-23
Page Ref: 14
Topic: Basic Elements in the Speechmaking Process
Skill: Knowledge
Answer: true

1.2-24. **In developing the body of the speech, speakers should draw upon the knowledge of the audience.**

Difficulty: 1
Question ID: 1.2-24
Page Ref: 14-15
Topic: Your First Speech
Skill: Knowledge
Answer: false

1.2-25. **When a person considers speaking publicly, one of his/her concerns should be his/her rapid heart rate and sweaty hands.**

Difficulty: 2
Question ID: 1.2-25
Page Ref: 14
Topic: Speaking of Apprehension . . . First-Time Fears
Skill: Comprehension
Answer: false

1.2-26. **The three components of a speech are the introduction, message, and conclusion.**

Difficulty: 1
Question ID: 1.2-26
Page Ref: 14
Topic: Your First Speech
Skill: Knowledge
Answer: false

Short Answer

1.3-1. **Explain how public speaking is seen as both a personal and social act.**

Difficulty: 2
Question ID: 1.3-1
Page Ref: 4
Topic: Studying Public Speaking
Skill: Comprehension

Answer: Public speaking is seen as a personal act because it involves an individual commitment to improve communication skills. Public speaking is seen as a social act because the speaker has to consider what is going to be said, to whom it is being said, and where it is being said. Public speaking is social because the speaker must think of the culture of the audience including age, gender, religion, political opinions, economic status, and ethnicity.

1.3-2. **Describe the four ways that the textbook indicate are ways to learn more about public speaking.**

Difficulty: 1
Question ID: 1.3-2
Page Ref: 5
Topic: Studying Public Speaking
Skill: Knowledge

Answer: (1) A speech classroom is a place to practice speeches because it provides a comfortable environment. (2) A person can practice the new skills on friends, in different situations, and in the classroom and receive feedback from the audience. (3) A person can develop consumer skills by becoming a more effective listener. By becoming a more effective listener there is less chance of prejudging. (4) The student can learn to effectively evaluate speeches and hone the skills to become a more productive member of society.

1.3-3. **What are two imperatives for public speaking, according to your textbook?**

Difficulty: 1
Question ID: 1.3-3
Page Ref: 5-6
Topic: Studying Public Speaking
Skill: Knowledge

Answer: There are three imperatives for public speaking are intellectual, social and consumer. The student may choose two of the three.

1.3-4. **List the seven characteristics of orality identified in your textbook**

Difficulty: 1
Question ID: 1.3-4
Page Ref: 7-8
Topic: Orality in Social-Political Life
Skill: Knowledge

Answer: The seven characteristics of orality are: (1) Speech tends to be integrative. (2) Speech tends to be redundant. (3) Speech tends to be traditionalist. (4) Speech tends to be concrete. (5) Speech is agonistically toned. (6) Speech is participatory. (7) Speech is situational.

1.3-5. Explain what your textbook means by "Speaking tends to be redundant."

Difficulty: 3
Question ID: 1.3-5
Page Ref: 7
Topic: Orality in Social-Political Life
Skill: Comprehension

Answer: Speaking tends to be redundant because the speaker tends to say the same message in a different way. Some times when a speaker sends a message it may not be clearly understood by the listener. When the speaker says the same message in another way it may become clearer to the listener. Oral language, according to the textbook, is "redundant or repetitious, with backlooping to help people keep up with the flow of the conversation.

1.3-6. Explain what is meant by "Speech is participatory."

Difficulty: 2
Question ID: 1.3-6
Page Ref: 8
Topic: Orality in Social-Political Life
Skill: Comprehension

Answer: Speech tends to be participatory because the audience or listeners are a part of the speech process. The audience is personally involved in the speech when they are addressed by the speaker. (The speaker might ask the audience questions using words that involve the audience such as "How many of you have ever had an embarrassing moment?

1.3-7. What is meant by "speech is situational"?

Difficulty: 1
Question ID: 1.3-7
Page Ref: 8
Topic: Orality in Social-Political Life
Skill: Knowledge

Answer: Speech is situational means that speaking occurs in the here and now. That is to say that what the speaking is saying is happening as he/she speaks and are those issues that are visible to the immediate environment of the listeners.

1.3-8. Explain why public speaking is an interactive process.

Difficulty: 1
Question ID: 1.3-8
Page Ref: 8-10
Topic: Basic Elements in the Speechmaking Process
Skill: Knowledge

Answer: A public speech is an exchange between a speaker and listeners in a public setting. The speaker creates and adapts a message to both the context and audience. The audience provides both verbal and nonverbal feedback.

1.3-9. What are the four basic elements in the speechmaking process?

Difficulty: 1

Question ID: 1.3-9

Page Ref: 8-9

Topic: Basic Elements in the Speechmaking Process

Skill: Knowledge

Answer: The four basic elements are (1) speaker, (2) message, (3) listener, and (4) context.

1.3-10. Explain Aristotle's three characteristics of ethos.

Difficulty: 1

Question ID: 1.3-10

Page Ref: 10-11

Topic: Ethical Responsibilities for Speakers

Skill: Knowledge

Answer: Aristotle demonstrated ethos with others in the community based on (1) good sense, which is the speaker's knowledge and experience. (2) Goodwill is demonstrated by the sense of concern that the speaker has for him/her self as well as the needs of the audience. (3) Good morals are demonstrated through the speaker's ability to share the beliefs, visions, fears, and hopes of the audience.

1.3-11. Explain Donald Moon's skyhook principle.

Difficulty: 2

Question ID: 1.3-11

Page Ref: 12

Topic: Ethical Responsibilities for Speakers

Skill: Knowledge

Answer: Moon's skyhook principle is based on the idea that a speaker may find him/her self speaking in front of an audience who may have different beliefs and backgrounds from the audience's. In order to convince an audience that has different values to take an action, Moon suggests finding a "higher value, a higher appeal that will transcend your differences." In other words, the speaker must establish a common ground with the audience to motivate it to action.

1.3-12. If you were giving a speech to an audience, why would it be important to consider the moral frame of the audience?

Difficulty: 2

Question ID: 1.3-12

Page Ref: 12

Topic: Ethical Responsibilities for Speakers

Skill: Application

Answer: It is important to consider the moral frame of the audience because the moral frame is the values and beliefs of the audience. The speaker must understand the moral frame in order to develop the message to adapt to the audience's shared beliefs and values.

- 1.3-13. **Explain how finding a shared moral frame demands that you are true to your own beliefs.**

Difficulty: 2

Question ID: 1.3-13

Page Ref: 13

Topic: Ethical Responsibilities for Speakers

Skill: Application

Answer: A speaker does not have to change his/her belief system in order to find a common ground with his/her audience. The focus for the speaker is to share the commonality of the belief system that will work toward a common goal for the speaker and the audience.

- 1.3-14. **What are the three parts of a speech?**

Difficulty: 1

Question ID: 1.3-14

Page Ref: 14

Topic: Your First Speech

Skill: Knowledge

Answer: They are the (1) introduction, (2) body, and (3) conclusion.

- 1.3-15. **What is the function of a speech introduction?**

Difficulty: 1

Question ID: 1.3-15

Page Ref: 14

Topic: Your First Speech

Skill: Knowledge

Answer: The introduction identifies the main or central idea to help the listeners follow the ideas through to the end of the speech.

Essay Questions

- 1.4-1. **As a student in a public speaking class, list and describe the four ways to learn public speaking.**

Difficulty: 1

Question ID: 1.4-1

Page Ref: 5

Topic: Studying Public Speaking

Skill: Knowledge

Answer: (1) A student can use the classroom as a laboratory for practicing public speaking skills. The skills include delivering a speech in front of a lectern instead of behind the lectern. A student can also develop new skills such as using Power Point presentations, having access to the World Wide Web, and using visual aids effectively. The classroom is an environment to practice the speech. (2) A second way that a student can learn public speaking is by practicing the skills in front of family and friends, in church, at work, or other situations. The speechmaking process requires a lot of practice, so it is important to try the skills in as many situations as possible. (3) A third way that a student can learn public speaking is by practicing listening skills. Listening is an important part of the communication process. By developing effective listening skills, a person is able to accurately understand the message of the speaker without prejudging. (4) The fourth way that a student can learn public speaking skills is having the ability to analyze speeches effectively. The ability to analyze the speech will make the person a more productive member of society.

1.4-2. Explain the four basic elements in the speechmaking process.

Difficulty: 1

Question ID: 1.4-3

Page Ref: 8-10

Topic: Basic Elements in the Speechmaking Process

Skill: Knowledge

Answer: The four basic elements in the speechmaking process are: (1) the speaker, who is the originator of the message who brings his/her knowledge and experience to the speaking situation. (2) The second element in the speechmaking process is the message. The message is composed of the words, symbols, attitudes, and values on a topic. The message is developed and arranged by the speaker to be delivered to the specific audience. (3) The listener is the third element in the speechmaking process. The listener's responsibility is to listen, evaluate, and respond to the message through feedback. Listeners come to the speaking situation with their own knowledge base, attitudes, and values. (4) The fourth element in the speechmaking process is the context. The context includes the physical setting (where the speech is being given), the social expectations, and the cultural rules that are involved when the speaker and the listener interact in the speech situation.

1.4-3. Explain how Pope John Paul II's ethos demonstrates his success as a great communicator in spite of the fact that many people opposed his ideas.

Difficulty: 3

Question ID: 1.4-2

Page Ref: 12-13

Topic: Ethical Responsibilities for Speakers

Skill: Application

Answer: Pope John Paul II's theatre experience gave him the experience in communication which contributed to his charisma as a speaker. He was able to communicate effectively in situations in which audiences had unfavorable dispositions on the speech topics and his ideas. He used a combination of interpersonal contacts, the written and spoken word, as well as mass media to effectively get his message across. Additionally, Pope John Paul II never relinquished his beliefs and values and maintained his integrity.

1.4-4. You wish to argue that funding for education needs to be increased. Develop a brief outline of what you would say in the introduction, body, and conclusion of the speech.

Difficulty: 2

Question ID: 1.4-4

Page Ref: 14-15

Topic: Your First Speech

Skill: Application

Answer: Answers may vary, but the student should generate a central idea that would be included in the introduction, such as "Funding for elementary and secondary education needs to be increased." The body could develop main points along the lines of how underfunding hurts students, how inequities in funding create unequal educational opportunities, and how the demands of the future require a more diverse and technologically advanced education than many school districts can provide. The answer should discuss how the speaker's own experiences have been shaped by the funding of education. The conclusion should rephrase and reintroduce the main idea and provide closure.

Chapter 2: Getting Started

Multiple Choice

2.1-1. **Which of the following is an important consideration in selecting and narrowing the subject?**

- a. how you can relate the topic to your listeners
- b. how well you can outline
- c. whether there is enough material available in the library
- d. whether you need to give the speech in an impromptu manner

Difficulty: 1

Question ID: 2.1-1

Page Ref: 20

Topic: Selecting and Narrowing Your Subject

Skill: Knowledge

Answer: a. how you can relate the topic to your listeners

2.1-2. **It's a good idea to begin by selecting a topic**

- a. that your audience knows.
- b. about which the speaker is knowledgeable.
- c. that the speaker is not willing to talk about in front of others.
- d. that does not relate to the listeners' expectations.
- e. Both A and C

Difficulty: 1

Question ID: 2.1-2

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Skill: Knowledge

Answer: b. about which the speaker is knowledgeable.

2.1-3. **What is the first step in successful speaking?**

- a. determining your purposes and central idea
- b. analyzing the audience and the occasion
- c. selecting your topic systematically
- d. gathering your speech materials

Difficulty: 1

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Topic: Selecting and Narrowing Your Subject

Skill: Knowledge

Answer: c. selecting your topic systematically