**SpCm 212**

**Exam 1 Review Sheet**

**Fall 2018**

**Exam Format (100 points total):**

* 30 Multiple Choice (60 points total)
* 5 Short Answer (40 points total)

**Study Tips**:

* Begin by reviewing your notes from class.
* If you can’t find some of the key concepts below in your notes, refer to your textbook to fill in the gaps.
* Your instructor is available to answer questions during office hours or via email.

**Key Exam Concepts:**

The following are the key concepts the exam will cover. For the exam, you must not only know the definition for each term, but you must also know the components/key ideas relating to each term and be able to apply them.

**Building Confidence in the Craft (Ch. 1)**

* First teachers of public speaking
* Speech anxiety
* Visualization & other strategies for reducing speech anxiety

**Listening & the Ethics of Speech (Ch. 2)**

* Listening
* Noise
* Misunderstanding
* Selective perception, selective exposure, selective listening
* Active listening
* Feedback
* Ethics
* Plagiarism

**Audience Analysis (Ch. 3)**

* Audience analysis (informal vs. formal)
* Stereotype
* Demography
* Identification
* Beliefs, attitudes, values
* Audience disposition

**Choosing a Speech Topic and Purpose (Ch. 4)**

* Invention
* Brainstorming
* Concept map
* General & specific speech purposes
* Three general speech purposes
* Thesis statement

***More key concepts on the next page….***

**Researching Your Speech Topic (Ch. 5)**

* Common knowledge
* Truth
* Misinformation
* C.A.R.S. Test

**Supporting Materials & Contextual Reasoning (Ch. 6)**

* Supporting material
* Facts, statistics, testimony, examples, stories
* Bias
* Opinions
* Contextual reasoning

**Organizing and Outlining Your Speech (Ch. 7 & 8)**

* Three parts of a speech
* Components of introductions & conclusions
* Organizational Patterns
* Transitions
  + Enumeration
  + Internal previews and summaries
* Preparation (Full-sentence) Outline & Speaking Notes
  + Why outline your speech?
* Extemporaneous Delivery

**Delivery (Ch. 10)**

* Verbal & nonverbal components of delivery
* Tone & tonework

**Presentation Aids (Ch. 11)**

* Reasons for using presentation aids
* Best practices for slide creation

**Informative Speaking (Ch. 12 & 14)**

* Genre
* Five informative strategies (description, definition, explanation, demonstration, and narration)
* Goal of informative speaking