**Midterm Study Guide**

The following is a study guide for your first exam, however, it should be used in conjunction with other studying material (i.e. PowerPoints, class notes, and textbook). The test will consist of 5 matching, 8 true or false and 37 multiple choice questions. The exam will cover concepts and topics in Chapters 1, 2, 4, 5, 8, 10, and 11. YOU GOT THIS!! Good luck studying ☺

1. Modes of delivery
   1. What are they?
   2. What do they involve? (e.g. preparation time, memorization or not, delivery)
2. The Communication Process
3. Communication Apprehension
   1. Concerns
   2. How to reduce speaking anxiety
   3. Methods of anxiety management
4. Self-fulling prophecy
5. Speech format
   1. Introductions and Conclusions
      1. What belongs in an introduction?
         1. Know what a thesis statement looks like, what a preview statement looks like and what a purpose statement looks like. And how to write one.
      2. What belongs in a conclusion?
   2. Know the structure of a speech
   3. Strategies to avoid
6. Speaker credibility
   1. Know ALL the components
7. Audience and Speaker responsibility
8. Citing sources
   1. Know how to cite in APA format both written and orally
9. Audience member responsibilities
10. Goals and functions of speeches
11. Steps in preparing for a speech
    1. What makes a good informative speech outline?
12. Goals of informative speeches
13. Three main objectives of beginning your speech
    1. Strategies to grab audience attention
14. Selecting and researching