

CHAPTER 4

GIVING YOUR FIRST SPEECH

PART 1: SHORT-ANSWER QUESTIONS

1. Name three techniques that your textbook suggests for developing your first speech:

- a. _____ - Describe an exciting experience.
- b. _____ - Use colorful, descriptive language.
- c. _____ - Be creative in structuring the speech.

2. Main points that follow a time pattern are arranged in chronological order.

3. A speech that covers its topic by dividing it into logical and consistent subtopics follows a topical pattern of organization.

4. A(n) transition is a sentence or two that lets the audience know that a speaker has finished one point and is moving on to the next.

5. speaking extemporaneously delivery involves practicing your speech until you know it very well without trying to memorize the exact wording you will use on the day of the speech.

PART 2: TRUE or FALSE STATEMENTS

1. Much of the anxiety associated with public speaking comes from lack of experience giving speeches. **T**

2. One of the most common mistakes students make on their first speech is trying to cover too much. **T**

3. Use of negative stereotypes in an introductory speech is acceptable as long as they are used in a humorous way. **F**

4. As your textbook states, colorful or descriptive language is an effective way to generate audience interest in an introductory speech. **T**

5. Each main point in the body of your first speech should cover a single aspect of the topic. **T**

6. The topical method of speech organization follows a time pattern. **F**

7. The chronological method of speech organization follows a time pattern. **T**

8. For your first speech, your textbook recommends trying to end on a clever or thought-provoking note. **T**

9. According to your textbook, the best way to prepare to give your first speech is to memorize it and deliver it word for word. **F**

10. Most experts recommend that you read your speeches to the audience so you don't forget any of the words. **F**

11. Extemporaneous delivery means delivering a speech "off the cuff," with no advance preparation. **F**

12. When delivering your first speech, you should try to adopt the relaxed and confident tone you use in everyday conversation. T
13. To learn your first speech well enough to deliver it extemporaneously, you need to practice it out loud. T
14. According to your textbook, the best way to practice a speech is to look silently over your notes until you think you know the speech well enough to deliver it in class. F
15. Your textbook recommends that you present your first speech without advance preparation so it will sound spontaneous in class. F
16. Taking a moment to look at your audience and smile before you begin to speak can help you establish rapport with them. T
17. When it is your turn to speak, you should hurry to the front of the room and start talking immediately so you don't lose the audience's attention. F
18. When you give your speech, you should try to make eye contact with your audience as much as you can. T
19. One of the advantages of the extemporaneous method of delivery is that it enables you to maintain eye contact with your audience. T
20. When you give a speech, you should try to have the same expressiveness in your voice as you have in ordinary conversation. F
21. Most of the nervousness a speaker feels internally is usually not visible to the audience. T
22. Nervousness is normal when delivering a speech. T

PART 3: MULTIPLE CHOICE QUESTIONS

1. Which of the following is appropriate when using humor in a public speech?

- A. gently making fun of common human quirks
- B. using obscenity or off-color language
- C. characterizing groups with negative stereotypes
- D. all of the above
- E. a and b only

2. Your textbook recommends that when you develop your first speech, you should look for ways to

- A. make the speech mysterious or suspenseful.
- B. use colorful, descriptive language.
- C. be creative in structuring your information.
- D. all of the above.
- E. b and c only.

3. For her first speech, Rebekah plans to explain her interest in gymnastics beginning with her childhood and continuing through her days in high

school. Which pattern of organization discussed in your textbook will she use in her speech?

- A. topical
- B. artistic
- C. chronological
- D. kinetic
- E. functional

4. For his first speech, Peter is organizing his ideas around three holiday customs that were passed down by his Polish grandparents. According to your textbook, Peter's speech will most likely be organized in _____ order.

- A. familial
- B. topical
- C. chronological
- D. geographical
- E. personal

5. Which of the following does your textbook recommend that you do in the conclusion of your first speech?

- A. Let the audience know your speech is ending.
- B. Reinforce the central idea of your speech.
- C. End on a clever or thought-provoking note.
- D. all of the above
- E. a and b only

6. According to your textbook, the type of delivery in which you plan your speech in detail and learn it well without trying to memorize the exact wording is called

- A. conventional.
- B. extemporaneous.
- C. methodical
- D. extraneous.

7. When you use the _____ method of delivery, you become so familiar with the substance of your speech that you need only a few brief notes to jog your memory.

- A. traditional
- B. spontaneous
- C. personal
- D. informative
- E. extemporaneous

8. According to your textbook, when you prepare speaking notes for your first speech, you should

- A. double-space or triple-space your notes so they are easy to read.

- B. write down key terms and phrases rather than complete sentences.
- C. write or print on only one side of the index cards or paper.

D. all of the above.

E. a and c only.

9. Which of the following does your textbook recommend that you do when rehearsing your first speech?

- A. Rehearse the speech out loud.
- B. Prepare notes consisting of key words and phrases.
- C. Practice giving the speech to friends or family members.

D. all of the above

E. b and c only

10. Your textbook recommends that when you deliver your first speech, you should make an effort to

- A. maintain eye contact with the audience.
- B. use your voice expressively.
- C. avoid distracting mannerisms.

D. all of the above.

E b and c only.