**SPEAKING IN PUBLIC**

**Part 1: Short-answer questions**

1. As discussed in your textbook, conversation and public speaking share at least four similarities, including:

**a. Organizing your thoughts logically**

**b. Tailoring your message to your audience**

**c. Telling a story for maximum impact**

**d. Adapting to listener feedback**

2. What are the three primary differences discussed in your textbook between public speaking and conversation?

**- Public speaking is more highly structured**

**- Public speaking requires more formal language**

**- Public speaking requires a different method of delivery**

3. When you experience stage fright, your body is producing extra \_\_\_\_\_\_\_\_adrenaline\_\_\_\_\_\_\_ , a hormone that is released into the bloodstream in response to physical or mental stress.

4. Mental imaging in which a speaker vividly pictures himself or herself giving a successful presentation is called \_\_\_\_\_visualization\_\_\_\_\_\_\_\_\_\_ .

5. List five measures you can take to help control your nervousness when giving a speech. a.

**- Acquire speaking experience**

**- Well-prepared**

**- Think positively**

**- Use the power of visualization**

**- Don’t Expect Perfection**

6. The \_\_\_\_\_channel\_\_\_\_\_\_\_\_\_\_ is the means by which a message is communicated.

7. Because a listener’s \_\_\_\_\_\_\_frame of reference\_\_\_\_\_\_\_\_ can never be exactly the same as a speaker’s, the meaning of a message will never be exactly the same to a listener as to a speaker.

8. The messages sent by listeners to a speaker are called \_\_\_feedbacks\_\_\_\_\_\_\_\_\_\_\_\_ .

9. \_\_\_\_Feedback\_\_\_\_\_\_\_\_\_\_\_ lets you know how your message is being received by your audience.

10. Concern by a listener about lawn mower noise outside the room, an upcoming test, or a sick relative are all examples of \_\_\_\_\_\_\_interference\_\_\_\_\_\_\_\_ .

11. The \_\_\_\_\_situation\_\_\_\_\_\_\_\_\_\_ is the time and place in which speech communication takes place.

12. The belief that one’s own group or culture is superior to all other groups or cultures is termed \_\_\_\_\_Ethnocentrism\_\_\_\_\_\_\_\_\_\_ .

**Part 2: Multiple choice**

**1. When your textbook describes public speaking as a form of empowerment, it means that public speaking is**

a. way to manipulate people.

b. a way to make a difference in something we care about.

c. a way to make everyone see things through our frame of reference.

d. a way to demonstrate how clever we are.

e. a way to make bad ideas seem good.

**2. To say that public speaking is a way to make a difference about something we care about is to recognize that public speaking is**

a. a form of empowerment.

b. a skill similar to conversation.

c. an art more than a science.

d. all of the above.

e. b and c only.

**3. As your textbook explains, many of the skills used in public speaking are the same as those used in everyday conversation. These skills include:**

a. telling a story for maximum impact.

b. tailoring your message to your audience.

c. organizing your thoughts logically.

d. all of the above.

e. a and c only.

**4. How much time does the average adult spend in conversation?**

a. about 50 percent of waking hours

b. about 10 percent of waking hours

c. about 20 percent of waking hours

d. about 30 percent of waking hours

e. about 40

**5. Many of the skills used in public speaking are the same as those used in everyday conversation. These skills include:**

a. organizing your thoughts logically.

b. tailoring your message to your audience.

c. adapting to listener feedback.

d. all of the above.

e. b and c only.

**6. When you experience stage fright, your body is producing extra \_\_\_\_\_\_\_\_\_\_, a hormone that is released into the bloodstream in response to physical or mental stress.**

a. adrenaline

b. serotonin

c. potassium

d. glauconite

e. cortisone

**7. According to your textbook, rather than trying to eliminate every trace of stage fright, you should aim at transforming it into**

a. general tension.

b. visualized adrenaline.

c. professional stage fright.

d. positive nervousness.

e. performance anxiety.

**8. Which of the following does your textbook recommend as a way to deal with stage fright?**

a. Acquire speaking experience.

b. Turn negative thoughts into positive ones.

c. Don’ t expect perfection.

d. all of the above

e. a and b only

**9. Which of the following does your textbook recommend as a way to deal with nervousness in your speeches?**

a. Visualize yourself giving a successful speech.

b. Concentrate on communicating with the audience, rather than on your nerves.

c. Choose a topic you care about and prepare thoroughly for the speech.

d. all of the above

e. b and c only

**10. Which of the following does your textbook recommend as a way to deal with nervousness in your speeches?**

a. Remember that your nervousness is not usually visible to your audience.

b. Concentrate on communicating with the audience rather than on your nerves.

c. As you rehearse, visualize yourself giving a successful speech.

d. all of the above

e. b and c only

**11. Which of the following does your textbook recommend as a way to deal with nervousness in your speeches?**

a. Concentrate on thinking about your stage fright.

b. Work especially hard on your conclusion.

c. Avoid making eye contact with your audience.

d. Try to generate extra adrenaline as you speak.

e. Think of your speech as an act of communication.

**12. Which of the following does your textbook recommend as a way to deal with nervousness in your speeches?**

a. Visualize the worst things that could happen.

b. Turn negative thoughts into positive thoughts.

c. Avoid making direct eye contact with the audience.

d. Stay up late the night before to finish preparing.

e. Generate extra adrenaline as you speak.

**13. Which of the following does your textbook recommend as a way to deal with nervousness in your speeches?**

a. Tell your audience how nervous you are.

b. Avoid making eye contact with the audience.

c. Focus on achieving perfection in your speech.

d. Visualize yourself giving a successful speech.

e. Tell a lot of jokes during your speech.

**14. One way to build confidence as a speaker is to create a vivid mental blueprint in which you see yourself succeeding in your speech. According to your textbook, this process is called**

a. representation.

b. imagistic practice.

c. anticipatory rehearsal.

d. foreshadowing.

e. visualization.

**15. According to your textbook, when you employ the power of visualization as a method of controlling stage fright, you should**

a. decrease the time necessary for preparing your speech.

b. keep your mental pictures from becoming too vivid.

c. focus on the positive aspects of your speech.

d. all of the above.

e. a and b only.

**THE END**