

Giving It a Try: Preparing 2 Your First Speech

TRUE/FALSE QUESTIONS

1. The first step in creating a speech involves determining the purpose of the speech.
2. *Audience analysis* is a systematic process of getting to know your listeners relative to the topic and the speech occasion.
3. The general purpose of a speech is usually only to inform the audience.
4. There are two general speech purposes: to inform and to persuade.
5. The specific purpose of a speech is the same as the general purpose.
6. The general purpose of a speech focuses more closely on the goal of the speech than the specific purpose does.
7. A *thesis statement* is a short statement that clearly expresses the central idea of a speech.
8. Forming a specific purpose for a speech occurs after you formulate your thesis statement.
9. In the planning stage, a speaker can use the thesis statement as a guidepost to make sure that he or she is on track.
10. An effective speech should be organized around at least four or five main points.
11. *Supporting material* can include personal experiences.
12. Every speech has three major parts: an introduction, a body, and a conclusion.
13. An introduction serves to introduce the topic and the speaker, to tell the audience the specific purpose of the speech, and to catch the audience's attention.
14. During the body of a speech, the speaker should alert the audience to the specific purpose of the speech.

15. The speech body contains the main points and subpoints of the speech.
16. Supporting material is used mostly during the body of the speech.
17. All main points should support the speech's thesis.
18. In the conclusion, the speaker should restate the speech purpose and reiterate how the main points confirm it.
19. An outline provides the framework on which to arrange the elements of your speech in support of the thesis.
20. In a speech outline, coordinate points are given less weight than the main points they support.
21. *Coordinate points* are also referred to as main points.
22. It is not necessary to select an organizational pattern as the speech becomes more complex.
23. Speaking outlines generally contain points stated in complete sentences.
24. *Presentation aids* are always visual in nature.
25. Presentation aids that summarize and highlight data can help the audience retain ideas and understand difficult concepts.
26. To deliver an effective speech, it is only necessary for a speaker to practice one or two times.
27. Even the most seasoned speakers experience speech anxiety.

MULTIPLE-CHOICE QUESTIONS

28. The first step in the speechmaking process is
A) conducting research. C) developing main points.
B) stating the purpose. D) audience analysis.
29. The first step in the speechmaking process is _____, and the last step is _____.
A) selecting a topic; considering presentation aids
B) analyzing the audience; practicing delivery of the speech

47. To inform, to persuade, and to mark a special occasion are _____ speech purposes.
48. A(n) _____ speech purpose states what you expect the speech to accomplish.
49. After a speaker has identified the general and specific purposes of the speech, he or she should then write a concise _____ statement that identifies what the speech is about.
50. Unless you are speaking about yourself, plan to research your topic to find _____ that provides evidence for your assertions.
51. The part of a speech that contains the main ideas and supporting material is the _____.
52. In an outline, _____ points are of equal importance and are indicated by their parallel alignment.
53. In an outline, _____ points comprise the substance of the main points and are identified by their placement below and to the right of the points they support.
54. Speakers should familiarize themselves with both _____ outlines and speaking outlines.
55. A chart that summarizes important information and an audio recording are both examples of _____.
56. One of the most effective ways to evaluate your speech and bolster confidence during rehearsals is to _____ your speech.

ESSAY AND SHORT ANSWER QUESTIONS

57. Describe the steps in the speechmaking process.
58. List two factors a speaker should take into account when selecting a topic.
59. How can a speaker analyze the audience?
60. Why is it important to identify the purpose of a speech?
61. What makes a good thesis statement?
62. How does supporting material help to illustrate the main points of a speech?

63. Why should a speech be separated into its major parts?
64. Identify the functions of the introduction, body, and conclusion.
65. What is the principle of coordination and subordination?
66. Explain the difference between a working outline and a speaking outline.
67. How do presentation aids benefit a speech?
68. Discuss the importance of rehearsing a speech.
69. Explain how using audio and video recorders during speech rehearsals can bolster speaker confidence.

ANSWER KEY FOR CHAPTER 2

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| 1. False | 24. False | 47. general |
| 2. True | 25. True | 48. specific |
| 3. False | 26. False | 49. thesis |
| 4. False | 27. True | 50. supporting material |
| 5. False | 28. D | 51. body |
| 6. False | 29. B | 52. coordinate or main |
| 7. True | 30. A | 53. subordinate or sub- |
| 8. False | 31. C | 54. working |
| 9. True | 32. A | 55. presentation aids |
| 10. False | 33. A | 56. record |
| 11. True | 34. B | 57. (No answer) |
| 12. True | 35. B | 58. (No answer) |
| 13. True | 36. C | 59. (No answer) |

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| 14. False | 37. A | 60. (No answer) |
| 15. True | 38. B | 61. (No answer) |
| 16. True | 39. C | 62. (No answer) |
| 17. True | 40. B | 63. (No answer) |
| 18. True | 41. A | 64. (No answer) |
| 19. True | 42. B | 65. (No answer) |
| 20. False | 43. D | 66. (No answer) |
| 21. True | 44. A | 67. (No answer) |
| 22. False | 45. second | 68. (No answer) |
| 23. False | 46. audience analysis | 69. (No answer) |

