

Comm 1200 Review:

Chapter 1: Introducing Public Speaking

1. What are the four characteristics of public speaking? Public speaking is audience centered, features communication between a speaker and audience, emphasizes spoken word, and is a prepared presentation.
2. What is the historical tradition of public speaking? Began in Greece and Rome. Greek scholar came up with rhetoric; an analysis of the art and practice of public speaking.
3. What are the main components of the transactional model of communication? How is this model different than the linear model? Key elements: feedback, shared meanings, source, message, receivers, decode and interference. The difference between linear and transaction is that transaction involves feedback from the receivers.
4. How does critical thinking influence public speaking? When you are engaged in critical thinking, you carefully evaluate the evidence and reasoning presented in the message.
5. How do ethics influence public speaking? Protecting freedom of expression and encouraging the ethical use of that right are increasingly important concerns.
6. How does diversity influence public speaking? A speaker should make sure they are being well rounded in their speech to reach out or not offend everyone.
7. Can you define, explain, and provide examples of the terms on Speak Up's page 31?

Chapter 2: Developing Your First Speech

1. What are Cicero's five classical canons of rhetoric? Invention, organization, style, memory and delivery.
2. What are the thirteen steps for preparing and delivering your first speech? Select your topic, rhetorical purpose, thesis statement, determine your main points, generate supporting materials, organize, intro and conclusion, transitions, word choice, presentation aids, practice, deliver
3. How do speakers manage speech anxiety? Select a topic you know you'll enjoy, start preparing early, take care of yourself, visualize success, relax and volunteer.
4. Can you define, explain, and provide examples of the terms on Speak Up's page 65?

Chapter 3: Speech Ethics

1. What are the two major approaches to ethics? How can cultural issues impact our approach to ethics? Legal speech and ethical speech
2. What is the difference between ethical and legal speech? Ethical: incorporating ethical decision making into how you engage with the audience. Legal: using the law as your speech boundary.
3. What is the primary responsibility of an ethical speaker? Tell your audience the truth.
4. What are the forms of untruthful speech? Half-truths, false inference.
5. What is plagiarism? How can you be sure to avoid it? Copying things without giving credit. Make sure you attribute the quote to its source.
6. What four fallacies that misuse logic are listed in the chapter?
7. What are the qualities of an ethical listener? Show courtesy, demonstrate an open mind and hold the speaker accountable

8. Can you define, explain, and give examples of the terms on Speak Up's page 93?

Chapter 4: Listening Skills

1. Why is listening important in public speaking for both the speaker and the audience? *As the speaker: It can have a powerful impact on the quality of your presentation and ability to connect with the audience. Audience: Processing what you heard, retaining what you've heard*
2. What are the differences between hearing and listening? *Hearing: They are not processing what they have heard. It exits just as quickly as it enters. Listening: filter out distractions, focus on what other people have said, and communicate.*
3. Can you name and explain the two steps of effective listening? *Process what you've heard, retain what you've heard.*
4. What are the six causes of ineffective listening? *Unprocessed note taking, non listening, interruptive listening, agenda-driven listening, argumentative listening, nervous listening*
5. What are the three steps to becoming a better listener? *Filter out distractions, focus on the speaker, show that you are listening*
6. What are the ways you can maximize your audience's listening? *Look at the audience surveillance*
7. What are the five guidelines for listening when you are in the audience? *Take note, identify main points, consider the speech's objectives, support feedback, and be ethical.*
8. Can you define, explain, and give examples of the terms on Speak Up's page 119?

Chapter 5: Audience Analysis

1. What are the four situational characteristics of a speech situation? *Size, time, location, mobility.*
2. How do demographics influence the way audiences might response to a message? *It can better anticipate their beliefs about your topic and their willingness to listen to your message.*
3. Aside from demographics, what are the other ways to analyze your audience? *Look for common ground*
4. What are three techniques one can use to gather information about an audience? *Survey, fixed-response questions, scaled questions*
5. Can you define, explain, and give examples of the terms on Speak Up's pages 154-163?

Chapter 6: Selecting Your Topic

1. What are the four techniques for developing a set of potential topics and how do they work? *Research, brainstorming, word association, mind mapping*
2. How do you select and refine the best topic? *Decide your rhetorical purpose; informing, persuading, marking a special occasion.*
3. How do you draft a specific purpose statement and thesis statement? *Think of the objective of your speech and then write a single sentence that captures the overall message you are trying to convey.*
4. Can you define, explain, and give examples of the terms on Speak Up's page 192?

Chapter 9: Organizing Your Speech

1. What are the steps in selecting your main points? *Consider your purpose, take audience into account, select an appropriate number of main points*
2. What are the principles for organizing your supporting materials? *Subordination and coordination.*
3. What are the eight organizational patterns? When is it most appropriate to use each specific pattern? *Spatial pattern, temporal pattern, causal pattern, comparison pattern, problem-cause-solution pattern, criteria-application pattern, narrative pattern*
4. What are the types of organizing words and sentences? *When is it appropriate to use each? Transitions, signposts, previews and summaries.*
5. Can you define, explain, and give examples of the terms on Speak Up's pages 293?

Chapter 13: Delivering Your Speech

1. What are the benefits and drawbacks of the three modes of delivery? *Manuscript reading: Used only in formal situations. Memorizing: can come across as slick, no barrier between you and your audience. Speaking from an outline: Make sure you are prepared.*
2. What are the components of vocal delivery skills? *Volume, Tone, rate of delivery, projection, articulation, pronunciation, pausing*
3. What are the components of nonverbal delivery skills? *Eye contact, gestures, movement, proxemics, appearance*
4. Can you define, explain, and provide examples of the terms on Speak Up's page 418?

Chapter 15: Informative Speaking

1. What are the five techniques for informing? *Definition, explanation, description, demonstration, narrative.*
2. What are the five types of informative speeches? *Individuals or groups, events, processes, ideas,*
3. What are the steps involved in developing your informative speech? *Analyze audience, selecting a technique, focusing on your goal,*
4. What are the patterns for organizing an informative speech? *Spatial, chronological, casual, comparison, criteria-application, narrative, categorical*
5. What are the steps involved in clarifying and simplifying your message? *Be specific, reduce quantity, make complex info seem familiar, use aids, repeat message, reiterate message*
6. Can you define, explain, and give examples of the terms on Speak Up's page 502?