

**Speak Up An Illustrated Guide to Public Speaking 4th Edition  
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Solution Manual:

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1. When delivering a speech, talent is more important than preparation.  
A) True  
B) False
2. Public speakers typically overplan and overpractice.  
A) True  
B) False
3. Cicero's classical canons of rhetoric form the basis of modern-day speech preparation.  
A) True  
B) False
4. In classical speech preparation, invention is the choice of language that will best express a speaker's ideas.  
A) True  
B) False
5. Most speeches have an introduction, a body, and a conclusion.  
A) True

- B) False
6. When analyzing audiences, speakers should consider listeners' backgrounds.  
A) True  
B) False
7. A speech about water conservation in the residence halls, to combat the recent water shortage, would not be a good idea.  
A) True  
B) False
8. Most topics are too narrow for a five- or ten-minute presentation.  
A) True  
B) False
9. In a speech, the rhetorical purpose is the question that remains unanswered.  
A) True  
B) False
10. Speeches are usually designed to inform, persuade, or mark a special occasion.  
A) True  
B) False
11. The thesis statement reflects the overall essence of the message of a speech.  
A) True  
B) False
12. The main points of a speech should support the thesis statement.  
A) True  
B) False
13. Definitions, statistics, and narratives are all examples of main points.  
A) True  
B) False
14. The brainstorming process can yield a speech's supporting materials.

- A) True
  - B) False
15. The introduction of a speech is where speakers develop the main points of their topics.
- A) True
  - B) False
16. According to the principle of subordination, each subpoint must relate to the main point it supports.
- A) True
  - B) False
17. Speakers first establish their credibility in the bodies of their speeches.
- A) True
  - B) False
18. The conclusion of a speech consists of a summary of main points and a clincher.
- A) True
  - B) False
19. Transitions are particularly helpful between a speech's main points.
- A) True
  - B) False
20. An audio recording of a bird call played during a speech is an example of diction.
- A) True
  - B) False
21. Speakers who have mastered extemporaneous delivery are able to speak comfortably in front of audiences without reading their notes word-for-word.
- A) True
  - B) False
22. Slight nervousness can be beneficial when delivering a speech.
- A) True
  - B) False

23. To reduce stress, visualization should be as general as possible.  
A) True  
B) False
24. In a mediated presentation, your speech will be transmitted through a mechanical or an electronic medium.  
A) True  
B) False
25. Even if a speaker makes a mistake during a speech, he or she should not give up.  
A) True  
B) False

### **Answer Key**

1. B 2. B 3. A 4. B 5. A 6. A 7. B 8.  
B 9. B  
10. A  
11. A  
12. A  
13. B  
14. A  
15. B  
16. A  
17. B  
18. A  
19. A  
20. B  
21. A  
22. A  
23. B  
24. A  
25. A

1. Inexperienced public speakers typically experience which of the following problems?
  - A) Allowing insufficient time for planning and practicing
  - B) Choosing topics that are too specific
  - C) Focusing on quality instead of quantity
  - D) Following the assignment precisely
  - E) Giving a fluent, extemporaneous delivery
  
2. What is a major part of the invention element of speech preparation?
  - A) Arrangement of content
  - B) Focus on statistics
  - C) Generation of ideas
  - D) Masking of the truth
  - E) Recall of examples
  
3. Audience analysis and research tie most closely to which one of the five key elements of speech preparation?
  - A) Arrangement
  - B) Delivery
  - C) Invention
  - D) Memory
  - E) Style
  
4. Effective public speakers use arrangement to ensure A) appropriate topic choice.
  - B) clear and memorable messages.
  - C) memorization of their speech.
  - D) nonverbal delivery.
  - E) unbiased language.
  
5. During speech preparation, speakers can best avoid biased language through their A) arrangement.
  - B) delivery.
  - C) invention.
  - D) memory.

- E) style.
6. In the speech preparation process, a speaker's command of the material is closest to which key element? A) Arrangement  
B) Conclusion  
C) Memory  
D) Organization  
E) Style
7. Speakers who raise and lower their voices during their speeches are attending to which of the following key elements of speech giving?  
A) Content  
B) Delivery  
C) Focus  
D) Length  
E) Memory
8. During audience analysis, speakers should focus on A) content differences.  
B) fictional points.  
C) listeners' interests and backgrounds.  
D) personal preferences.  
E) tropes.
9. To be effective, the topic of a speech should be which of the following?  
A) Appealing to the audience and speaker  
B) Common in the mainstream media  
C) Interesting only to the speaker  
D) Potentially sensitive to some listeners  
E) Wide ranging and highly technical
10. The primary goal of a speech is called the A) classical element.  
B) defining delivery.  
C) persuasion point.  
D) rhetorical purpose.

- E) subjective approach.
11. A speech that is designed to influence listeners to buy organic cleaning products has which of the following main objectives?
- A) Assuming
  - B) Distorting
  - C) Informing
  - D) Overpowering
  - E) Persuading
12. Which of the following reflects a speech's main message and rhetorical purpose?
- A) Bibliographic content
  - B) Brainstorming session
  - C) Delivery style
  - D) Subordination point
  - E) Thesis statement
13. Which of the following presentation elements help audience recall by supporting the thesis statement? A) Audience preferences
- B) Main points
  - C) Presentation aids D) Style choices
  - E) Transition words
14. In a speech, examples, testimony, statistics, and narratives are all considered A)
- bibliographic information.
  - B) delivery supports.
  - C) presentation aids.
  - D) rhetorical content.
  - E) supporting materials.
15. Which of the following is *not* considered bibliographic information?
- A) Audience backgrounds
  - B) Author credentials
  - C) Page citations

- D) Publication date
  - E) Source name
16. Which of the following is the core of a speech?
- A) Body
  - B) Conclusion
  - C) Introduction
  - D) Subordination
  - E) Subpoints
17. In a speech outline, subpoints are designed to
- A) allow room for interpretation.
  - B) emphasize gaps in knowledge.
  - C) explain, prove, or expand on main points.
  - D) move the reader between pauses.
  - E) show the audience the “bottom line.”
18. What part of a speech's introduction briefly lists the speech's main points?
- A) Attention-getter
  - B) Clincher
  - C) Preview
  - D) Rhetoric
  - E) Subordination
19. During a speech, the speaker should summarize main points and provide a clincher in the
- A) conclusion.
  - B) delivery.
  - C) introduction.
  - D) research.
  - E) thesis.
20. A closing sentence or paragraph that leaves the audience with a vivid memory of a speech is called
- A) an attention-getter.
  - B) a clincher.



- C) a deviator.
  - D) a subordinate.
  - E) a tie-in.
21. Which of the following is an example of a speech transition?
- A) “Are there questions?”
  - B) “Becoming a scuba diver takes time.”
  - C) “Now that we have discussed jaguars, let's move on to cheetahs.”
  - D) “Yes, that's true.”
  - E) “You are the next speaker.”
22. When speakers are able to speak comfortably without reading their outline word-for-word, they are said to have mastered
- A) audience analysis.
  - B) extemporaneous delivery.
  - C) extracurricular content.
  - D) stylistic differences.
  - E) transitional markers.
23. To be effective, speakers should do all of the following *except*
- A) allow long pauses and gaps.
  - B) convey interest in the topic.
  - C) keep eye contact with listeners.
  - D) maintain an even speech rate.
  - E) project their voice.
24. In speech giving, what is the role of visualization?
- A) Allowing the speaker to see the audience
  - B) Giving the audience visual aids
  - C) Providing a means of audience distraction
  - D) Reducing the speaker's anxiety
  - E) Reinforcing weak points in content
25. Speakers who experience the most anxiety just before their presentations should
- A) look above the heads of their listeners.

- B) read from their notes and avoid transitions.
- C) speak as quickly as possible.
- D) visualize all possible problems.
- E) volunteer to speak first.

**Answer Key**

1. A 2. C 3. C

4. B 5. E 6. C

7. B

8. C 9.

A

10. D

11. E

12. E

13. B

14. E

15. A

16. A

17. C

18. C

19. A

20. B

21. C

22. B

23. A

24. D

25. E

1. In the \_\_\_\_\_ stage of speech preparation, speakers generate ideas for their speeches.
2. \_\_\_\_\_ refers to the process of structuring ideas to convey them effectively to an audience.
3. Through effective \_\_\_\_\_, speakers state their ideas clearly, make their ideas memorable, and avoid bias.
4. The work that speakers do to remain in command of their speech material is known as \_\_\_\_\_.
5. \_\_\_\_\_ refers to speakers' use of their voice and body during presentations.
6. Through \_\_\_\_\_, speakers can learn about their listeners' interests and backgrounds and best tailor their speeches.
7. The \_\_\_\_\_ of a speech is also known as the subject.
8. The primary goal of a speech, such as informing or persuading, is the speech's \_\_\_\_\_.
9. “Today let us celebrate the forty-year anniversary of the Immaculata Mighty Macs, winners of the first women's national college basketball tournament” is an example of a(n) \_\_\_\_\_.
10. By calling attention to a speech's \_\_\_\_\_, a speaker can help his or her audience understand and remember the speech's most important ideas.
11. In a speech, \_\_\_\_\_ are used to flesh out a speaker's claims.

12. Speakers often use the internal process of \_\_\_\_\_ to generate information to support their claims.
13. A(n) \_\_\_\_\_ contains the text of a speech in complete sentences or briefer phrases.
  
14. According to the principle of \_\_\_\_\_, each main point of a speech must relate to the speech's specific purpose.
  
15. Research indicates that students who participate in public speaking classes become more \_\_\_\_\_ - \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ about speaking as the term progresses.

## **Answer Key**

1. *invention*
2. *Arrangement*
3. *style*
4. *memory*
5. *Delivery*
6. *audience analysis*
7. *topic*
8. *rhetorical purpose*
9. *thesis statement*
10. *main points*
11. *supporting materials*
12. *brainstorming*
13. *outline*
14. *subordination*
15. *self-assured experience less apprehension*

