

Name Key

### Speech Preparation and Delivery Test

#### Matching

- |          |   |                            |
|----------|---|----------------------------|
| <u>D</u> | 1. Highness or lowness of a person's voice.                 | A. Conversational Speaking |
| <u>F</u> | 2. The level of loudness or softness of a person's voice.   | B. Enthusiasm              |
| <u>E</u> | 3. The speed at which words are spoken.                     | C. Gestures                |
| <u>A</u> | 4. Speaking TO an audience, not AT them.                    | D. Pitch                   |
| <u>B</u> | 5. Strong positive feeling a speaker shows for their topic. | E. Rate                    |
|          |   | F. Volume                  |

#### Multiple Choice

- B 6. In his speech, Jack is trying to convince the class to boycott fireworks. What is the general purpose of Jack's speech?  
A. To inform      B. To persuade      C. To entertain      D. To motivate
- C 7. The body of your extemporaneous speech should NOT:  
A. Have three main points      B. Include transition statements  
C. Be completely memorized      D. Be arranged in a logical sequence.
- C 8. Which is NOT part of your vocal delivery?  
A. Rate      B. Pronunciation      C. Gestures      D. Inflection
- D 9. To inspire or encourage an audience relying more on emotion rather than information is what kind of general purpose?  
A. To inform      B. To persuade      C. To entertain      D. To motivate
- D 9. In the conclusion of your speech you should NOT:  
A. End with a clincher      B. Summarize ideas  
C. Make a recommendation      D. Bring up new ideas
- A 11. Julie explains the process of baking a cake to her class. What is the general purpose of Julie's speech?  
A. To inform      B. To persuade      C. To entertain      D. To motivate
- C 12. To bring joy to others through a presentation of ideas is what general purpose?  
A. To inform      B. To persuade      C. To entertain      D. To motivate
- A 13. During your speech you should avoid making \_\_\_\_\_.  
A. Deadpan expressions      B. Eye Contact      C. Gestures      D. Movements

- D 14. The controlled pacing of a speech is called \_\_\_\_\_.
- A. Feedback      B. Gestures      C. Signposting      D. Timing
- C 15. If a heckler disturbs you during a speech, you should:
- A. Immediately acknowledge him/her      B. Laugh about it  
C. Do Nothing      D. Ask him/her to stop
- A 16. An advantage of an impromptu speech is that it is:
- A. Spontaneous      B. Disorganized  
C. Limited on thinking time      D. Written out completely

True/False. Write the WORD True or the WORD False.

- True 17. A speaker has the responsibility to be organized.
- False 18. A conflicting expression matches a speaker's words.
- True 19. The thesis statement guides the development of a speech.
- False 20. Stage fright is abnormal.
- True 21. You should finish a speech no matter how painful the experience might be.
- False 22. If your mouth is dry during a speech, you should swallow a few times.
- False 23. It is not important to consider the audience's attitude when planning your speech.

Short Answer

24. Besides a rhetorical question, what are two other ways to get the attention of your audience?
- a. **Humor, Story, Startling Info**      b. **Personal experience, Quote**
25. Give two examples of something you could determine about an audience's demographics.
- a. **Age, Gender, Culture, Ethnicity**      b. **Education, group affiliation**

Below are several statements that could be most appropriately found in one of the three main parts of a speech. Read each statement and choose which part seems most correct. If INTRODUCTION, write an "I" in the blank, if BODY, write "B" in the blank, and if CONCLUSION, write "C" in the blank.

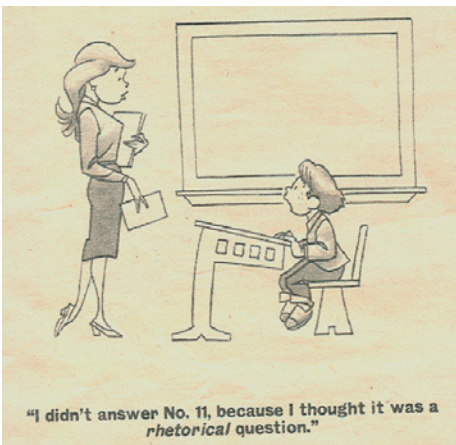
- C 26. Finally, I hope you agree that we should not be exploring chemical warfare.
- B 27. Medium sized dogs generally have between five and eight puppies per litter.
- I 28. I will attempt to persuade you to vote for the Republican ticket this November.
- I/C 29. Three factors that contributed to the Titanic's sinking include the captain's conduct, the evasive procedures, and the design of the ship.

## Word Bank

Appearance, Chronologically, Disorganized, Distraction, Movements, Nervous, Notes, Outline, Posture, Prepared, Researched, Spatially, Spontaneous, Topically.

Fill in the blanks

30. Posture creates an impression of confidence and authority.
31. Movements in a speech should be purposeful; don't pace.
32. The key to overcoming stage fright is to be prepared.
33. A disadvantage to an impromptu speech is that can be disorganized.
34. A manuscript speech can always be researched.
35. Presenting topics based on their position or size would be organized spatially.
36. A speech that presents events in the order of its happening would be organized chronologically.
37. Your appearance is how you look to your audience. It is important to be neat.
38. The use of notes should help, not hinder your speech.
39. A memorized speech can cause a person to be nervous.
40. When a topic order is determined by the speaker based on importance it is arranged topically.
41. A distraction is a noise or interruption that draws the attention away from the speech.



42. Why is this cartoon funny?

Because a rhetorical question is one in which you should only think about and not answer.