

SPC 3602 Test 2 Study Guide

A speaker who wonders, "Will the room be formal or informal" and "What kind of lighting will there be?" is addressing which type of logistic question?

Which of the following seating arrangement styles is best for an audience of 100 people?

Of all the logistical questions to consider regarding when you will speak, perhaps the most important, and most ignored, is

Many professional speakers believe that _____ is usually the ideal length for a presentation.

Where is the ideal place to position a screen in a room for a presentation?

_____ refers to the expected format of a ceremony or the etiquette observed at a particular type of event.

Your textbook authors suggest several logistical questions for making your presentation more effective EXCEPT:

If you will be asking audience members to read handouts or to write, which seating arrangement would best suit your needs?

Acoustical considerations are most strongly related to

When positioning a screen for a presentation, you should

A lectern is

Your textbook authors recommend that presentation speakers should dress

Which question about the occasion of a presentation requests information about protocol?

All of the following statements about dressing for a presentation are appropriate EXCEPT

Understanding the logistics and occasion of your presentation can be just as important as understanding and adapting to the audience.

For most speakers, _____ are highly effective for describing or drawing conclusions about the nature or behavior of a group of people, products, or data.

In reference to statistical research, _____ refers to the number that comes up most often.

Speakers should test the _____ of every piece of supporting material before adding it to their presentations.

Which of the following websites would likely contain the most credible information about U.S. Census results?

Which of the following is a disadvantage to using the Internet as a source of supporting material?

A(n) _____ is a verifiable observation, experience, or event known to be true.

If you create a list of classmates from the youngest person in your class (17) to oldest person (42), what would you look for if trying to determine the *median* age in the class?

"By the end of 2005, nearly 30 percent of American claimed to have read *The da Vinci Code* ." What type of supporting material is used in this example?

statement that goes beyond facts to reach a conclusion that may not be verifiable is best defined as
Using analogies in presentations?

"Horsepower is a unit for measuring the power of engines that roughly equal to 746 watts or 33,000 foot-pounds per minute." What type of supporting material is used in this example?

Questions that test supporting materials focus on

A fact is a statement that evaluates an event, idea, person, or object.

Inferential statistics interpret, predict, or estimate something based on studying a representative or random sample of a population.

In statistical terms, the words *average* and *median* can be used interchangeably.

What does the mind mapping method of organization look like on paper?

The 4Rs method of organization includes all of the following components EXCEPT

Which of the following would be considered a central idea for a presentation?

When organizing an outline, what should you do about the introduction and conclusion?

A(n) _____ outline, includes little more than the key points of a presentation and reminders of supporting material

Effective organization helps a speaker

The 4Rs method of generating effective key points for a presentation requires the following four steps:

When using chunking as an organizational tool, you

Mind mapping is

The _____ is a sentence or thesis statement that can summarize the key points in a presentation.

Generally, there should be at least _____ key points and no more than _____ in a presentation.

All of the following answers represent good outlining rules for a presentation EXCEPT:

Which statement illustrates the most effective central idea?

Connectives are

Transitions are

Most audiences respond negatively to poorly organized presentations.

The key points of a presentation represent the most important issues or main ideas that you want your audience to understand and to remember during and after your talk.

The _____ effect is a tendency to recall the first items we see or hear in sequenced information.

A variation of the _____ introduction is the "Let them guess" introduction, which elicits a response such as, "I have no idea!"

When Martin Luther King Jr. gave his historic "I Have a Dream" speech on the steps of the Lincoln Memorial, he connected his message to Lincoln through which situation-specific introduction?

Justin begins his presentation by informing the audience that he didn't have enough time to prepare as well as he would have liked. How did Justin miss an opportunity to have a strong introduction?

The most important goal of your conclusion is to make you and your message _____.

Which type of conclusion can make an emotional connection with the audience and leave them with a strong memory of the speaker?

Lisa began her presentation with a story and concluded with a similar story. Lisa chose the _____ method to end her presentation.

An effective introduction

The power of first impressions is described as

Which of the following introductory methods is situation-specific?

The introduction to your presentation is so important it deserves almost as much attention as an entire presentation does.

Making a good first impression is one of the most important components of an effective presentation.

If you develop a powerful and highly successful introduction with one audience, you do not need to modify it for different audiences.

Beginning a presentation with a joke is one of the most effective introductory methods.

Language is a system of _____ signs and symbols used to communicate thoughts and feelings.

_____ refers to the objective, dictionary-based meaning of a word.

A strong _____ voice keeps your presentation moving and your sentences short and direct.

A speaker who says "delightful" instead of "nice" is using

Speakers use rhetorical questions for all of the following reasons EXCEPT to ask questions _____.

Phrases such as "as light as a feather" or "as tough like nails" are known as _____.

If you put the phrase "It was the best of times" on Carpenter's seesaw of contrast, which phrase would be on the other side?

Languages are systems composed of

The emotional response or personal thoughts connected to the meaning of a word is referred to as

The CORE speaking styles are

The clear style includes the following characteristics

Which of the following sentences is expressed a passive voice?

Oral style is characterized by which of the following features?

What characteristics make the eloquent style different from any of the three other CORE styles of presentation speaking?

Which of the following stylistic devices is used in the following example? "All the world's a stage."
(Shakespeare, *As You Like It*, Act 2)

Symbols do not have a *direct* relationship to the things they represent.

Connotation, rather than denotation, is more likely to influence an audience's emotional response to words.

Sandra is talking about her disastrous cruise and uses sweeping gestures and elaborate facial expressions to tell the story. Which storytelling guideline is Sandra using?

A speaker who brings characters to life with colorful or captivating words is focusing on which step of the story-building chart?

If audience members cannot follow the events in a story or why characters act the way they do, then the story probably lacks _____.

If you have to explain why a joke in your presentation is funny,

Audience members are often the victims of their own bad habits, such as:

Most good stories follow an effective organizational pattern as illustrated in the textbook's Story-Building Chart. Which phase of the Story-Building Chart answers the question "Is there a sentence or phrase that communicates the climax of the story?"

Most good stories follow an effective organizational pattern as illustrated in the textbook's Story-Building Chart. Which phase of the Story-Building Chart answers the questions "What did you or the character see, hear, feel, smell, or taste?" and "How are the characters reacting to what's happening?"

Four of the most popular, safe, and successful forms of humor for presentation speaking include all of the following

Daly and Vangelisti's research concludes that there are many ways to improve message comprehension. All of the following were listed as strategies EXCEPT:

Unless you can remember a script and make it sound natural and spontaneous, don't use the _____ style of delivering a presentation.

"You know," "okay," and "like" are examples of _____.

Eye contact can have a direct and positive effect on your

A speaker who describes an object by tracing its shape in the air is using effective _____ to make a point

_____ refers to the vocal and physical delivery of a presentation

Speaking "off-the-cuff" is also known as

Which of the following statements is an advantage of extemporaneous delivery?

Manuscript speaking allows more audience interaction and adaptation than extemporaneous speaking.

Volume and projection refer to the same vocal characteristic

Occasional filler phrases such as *uh* and *um* are natural and acceptable in most people's everyday speech and presentations.