

# Public Speaking Study Guide

## Appendices

These questions will be on the chapter quiz and on the exam and will be in a T/F format. While these questions are specifically from the 10th edition, you should be able to get the answers from previous editions as well. Appendix 1 is located in the textbook after chapter 3, and appendix 2 is located after chapter 13.

### Appendix 1

1. Is the first speech assignment is often called an ice breaker speech because it is designed to “break the ice”?
2. Is the initial step in giving the first speech deciding on a topic, identifying main points, and developing those points creatively?
3. Is the second step in giving the first speech organizing the content?
4. Should each main point focus on at least three aspects of the topic?
5. When rehearsing, is it important to time the speech even though you are just practicing anyway?

### Appendix 2

1. Did a survey of 300 professional speakers showed that only 14 percent use PowerPoint during at least part of their talks?
2. Is one advantage of PowerPoint that it allows a speaker to use a variety of visual aids without having to juggle multiple pieces of equipment?
3. Is another advantage of PowerPoint that doing it well does not require a great deal of planning?
4. Should speakers display slides only when discussing them?
5. Do you need to worry about copyright laws when using materials downloaded from the Internet?