

Public Speaking Study Guide

Chapter 10

Five of these questions will be on the chapter quiz and the other five will be on the exam. While these questions are specifically from the 10th edition, you should be able to get the answers from previous editions as well.

1. Outlining is an important part of public speaking because: _____
2. According to your textbook, which of the following should be included in a preparation outline? _____
3. Two types of speech outlines discussed in your textbook are the: _____
4. Which of the following is mentioned in your textbook as a guideline for a preparation outline? _____
5. In a preparation outline, main points should be: _____
6. Subpoints in a preparation outline are: _____
7. According to your textbook, what should be included in a speaking outline? _____
8. Both a preparation outline and a speaking outline should: _____
9. According to your textbook, the main reason to keep a speaking outline brief is to:

10. As discussed in your textbook, delivery cues on a speaking outline may include:
