

Public Speaking Study Guide

Chapter 14

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. In an informative speech, the speaker acts as a(n): _____
2. According to your textbook, the questions listeners ask when judging an informative speech include: _____
3. According to your textbook, the aims of an informative speech include: _____
4. A _____ is a systematic series of actions that leads to a specific result or product.
5. Speeches about _____ are often more complex than other types of informative speeches.
6. If you were giving an informative speech describing the different parts of the Forbidden City in China, you would probably arrange the speech in _____ order.
7. Informative speeches about processes are usually arranged in _____ order.
8. Informative speeches about concepts are usually arranged in _____ order.
9. Which of the following is mentioned in your textbook as a guideline for effective informative speaking? _____
10. When giving an informative speech to a general audience, you should take special care to:
