

# Public Speaking Study Guide

## Chapter 6

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. The \_\_\_\_\_ is the key to finding information in the library.
2. The library's catalogue allows you to search for books by: \_\_\_\_\_
3. Encyclopedias, yearbooks, biographical aids, and quotation books are all examples of:  
\_\_\_\_\_
4. A(n) \_\_\_\_\_ is a research aid that catalogues articles from a large number of journals or magazines.
5. A(n) \_\_\_\_\_ is a summary of a magazine or research article, written by someone other than the original author.
6. The best source for numerical data about life in the United States is: \_\_\_\_\_
7. According to your textbook, when is it appropriate to cite an abstract of a magazine or journal article in your speech rather than locating and reading the full article? \_\_\_\_\_
8. The search engine that makes it easy to find high-quality Web resources by combining Internet technology with traditional library methods of cataloguing and assessing data is known as a(n):  
\_\_\_\_\_
9. What are the three criteria discussed in your textbook for assessing the soundness of documents found on the Internet? \_\_\_\_\_
10. If you can't identify the author of a document on the Internet, your textbook recommends that you: \_\_\_\_\_