You should understand

Be able to identify or define the following: (What is it? Why is it important? Can you give an example to illustrate its use?)

<table>
<thead>
<tr>
<th>General purpose</th>
<th>Subordination</th>
<th>Cause-effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central idea</td>
<td>Division</td>
<td>Problem-solution</td>
</tr>
<tr>
<td>Specific purpose</td>
<td>Stage fright</td>
<td>Signposts</td>
</tr>
<tr>
<td>Preview</td>
<td>Self fulfilling prophecy</td>
<td>Transition</td>
</tr>
<tr>
<td>Demographics</td>
<td>Situational Audience</td>
<td>Internal Summary</td>
</tr>
<tr>
<td>Psychological Audience</td>
<td>Analysis</td>
<td>Internal Preview</td>
</tr>
<tr>
<td>Analysis</td>
<td>Chronological</td>
<td>Standard outline format</td>
</tr>
<tr>
<td>“Psychographics”</td>
<td>Topical</td>
<td></td>
</tr>
<tr>
<td>Coordination</td>
<td>Spatial</td>
<td></td>
</tr>
</tbody>
</table>

1. Several methods of controlling speech anxiety were discussed in class and in your textbook. What are some methods a speaker can use to overcome public speaking anxiety?

2. What are the three listening purposes and two listening types?

3. What are the forms of nonlistening prevalent in an audience? What tips were provided for overcoming those listening problems?

4. What are the five characteristics of the information literate researcher?

5. What are the three primary forms of information?

6. What is the difference between background, tangential and evidentiary information?

7. What are the criterion that researcher’s should use to determine the credibility of a Internet resource?

8. How do you provide verbal attribution within your speech?

9. What are audience demographics and why are they an important source of information for a speaker? (Ch.6)

10. What type of information can be gained by psychographics (psychological audience analysis)?

11. What are several ways discussed in class and in your textbook to gain the attention of your audience?

12. What are the differences between the central idea, the specific purpose statement and the general purpose (discussed both in lecture and in the text Ch.7).

13. What is meant by the term audience analysis? (Lecture, Ch. 6, Ch. 7)
14. What is the difference between an internal preview and an internal summary? When would each be used in a speech? (Appendix A, Ch. 7)

15. Why do we need to indent in an outline? What is the difference between a standard outline format and an outline with bullet points (Appendix A)

**For the Short answer questions, you must be able to:**
Be able to use the standard outline format in a scrambled outline
Be able to identify when the standard outline format is missing a section.

**Specific Purpose**-
Be able to write a clear specific purpose statement for a speech topic, which I will provide
Be able to recognize the correct specific purpose statement in a multiple-choice question
Know the importance of the specific purpose statement
Be able to reword a poorly written one.
What are the five questions you should ask about your specific purpose statement?
What are the five rules for writing a specific purpose statement?

**Central Idea**- 
To write a clear central idea for a speech topic which I will provide
Be able to recognize the correct central idea in a multiple-choice question
Know the importance of the central idea
Be able to reword a poorly written one.
What are the four rules for writing a central idea?

**What are the four steps to the introduction?**
Be able to write an introduction using those four steps.
What are ways to grab the audience’s attention?

**What are the three steps of the conclusion**
Be able to write a conclusion using those three steps.

**Sample Questions**

1. What is wrong with the following specific purpose statement for a persuasive speech? Rewrite the statement to conform to the material presented in lecture and in the text for effective specific purpose statements.

   SP: Why does the United States need to build more power plants?

2. Which organizational pattern is used in a speech with the following main points?

   I. The outermost section of the Egyptian burial tomb was the entrance passage.
   II. The next section of the Egyptian burial tomb was the antechamber.
   III. The third section Egyptian burial tomb was the treasury.
   IV. The innermost chamber of the Egyptian burial tomb was the burial chamber.

   These main points are arranged in _________________order
   (One word phrase)
Now, develop a general purpose, specific purpose and central idea for the speech with the main points above.

3. Looking over her speech, Wendi was pleased with her topic, how well the speech was outlined and organized, and the number of sources she had to share. Should these items be the central focus of this speech?
   a) Yes, it is important to have a strong organized message
   b) Yes; without a number of sources for support the message will only be considered her opinion
   c) No; without the addition of visual aids she won’t be able to convey a clear meaning.
   d) No; in public speaking the central focus should be the listeners.

4. In a psychological analysis, which of the following are reflections of the audience likes or dislikes?
   a) values    b) attitudes    c) feelings    d) beliefs    e) all of these