

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Public speaking is vital for anyone seeking to inform, influence, or persuade.
  - A) True
  - B) False
  
2. Preparation is key to effective public speaking.
  - A) True
  - B) False
  
3. In public speaking, the presenter and audience members generally have an equal opportunity to speak.
  - A) True
  - B) False
  
4. In the workplace, verbal skills are more important than listening skills.
  - A) True
  - B) False
  
5. Public speaking is centered on the speaker.
  - A) True
  - B) False
  
6. Which of the following is not a beneficial use of public speaking in the workforce?
  - A) to calm down an angry group
  - B) to dominate a discussion with members of your work group
  - C) to inform others about recent changes in your field
  - D) to justify a policy change in your organization
  - E) to persuade others to reach an agreement
  
7. Which of the following speakers was a former slave who spoke out against slavery?
  - A) Elizabeth Cady Stanton
  - B) Frederick Douglass
  - C) John Brown
  - D) Lucy Stone
  - E) Susan B. Anthony

8. A microphone used to deliver a speech is an example of a(n):
- A) channel
  - B) encoder
  - C) feeder
  - D) symbol
  - E) transaction
9. When an audience member nods vigorously during a presentation, what should the speaker do?
- A) assume that the message is “I agree”
  - B) jump ahead to the conclusion of the presentation
  - C) look for other feedback clues, such as smiling or yawning
  - D) repeat the last statement of the presentation
  - E) take the message to be “No kidding”
10. The lens through which people see and interpret reality is known as:
- A) critical thinking
  - B) culture
  - C) ethics
  - D) shared meaning
  - E) worldview
11. Effective public speaking is centered on the needs of the \_\_\_\_\_ .
12. The words a source uses to convey an idea are known as \_\_\_\_\_ symbols.
13. Interference, or \_\_\_\_\_ , can impede the communication of messages.
14. Through \_\_\_\_\_ , people carefully evaluate the evidence and reasoning presented in a message.
15. \_\_\_\_\_ is a set of beliefs about correct and incorrect behaviors.

## **Answer Key**

1. A
2. A
3. B
4. B
5. B
6. B
7. B
8. A
9. C
10. E
11. audience
12. verbal
13. noise
14. critical thinking
15. Ethics