

1. What are the two basic requirements for clearness in a speech?
2. Give two suggestions for the effective use of factual information involving figures and statistics.
3. What is definition by etymology?
4. State five do's and don't's which should be carefully observed by speakers who use visual aids.
5. What three factors should a speaker consider in reference to the use of slang?
6. Place the following symbols according to their correct order and indentation.
a. , l., (a), I., (1), A.
7. State and explain or illustrate three means of transition which the student should use in introducing main heads.
8. What does it indicate when a listener wavers from what a speaker is saying?
9. What is an interest?
10. List three requirements for the most effective use of humor.
11. What is the minimum expectation from a speech of presentation?
12. To what should the speaker call attention concerning the gift itself?
13. What should the speaker keep in mind concerning the audience when he is presenting the gift to the recipient?
14. If you are in the audience and you are asked to come to the platform to receive an award, what should be the nature of your responsive action?
15. What four materials should the longer speech of acceptance include?
16. Comment briefly on the following:
 - a. Self-condemnation
 - b. Apologizing for speaking ability

Name _____

1. In the following introduction attention is secured by (1) familiar reference, (2) stimulated curiosity, (3) significance of subject.

1 2 3 The murder of your prosecuting attorney, last Wednesday, has made my subject an unusually timely one for this audience, for beginning with the first recorded human crime--the murder of Abel by Cain--and coming down to this murder in your city day before yesterday, the perplexing question of crime has baffled society.

2. In the following introduction, attention is secured by (1) stirred emotions, (2) novel idea, (3) stimulated curiosity, (4) stimulated imagery.

1 2 3 4 Suppose you were a mediator in a dispute between the management of the Acme Paper Box Co. and its unionized employees, and suppose the union served notice that it would call a strike within 24 hours if its demands concerning wages, hours of work, and vacations with pay were not met. Where would you hold the meeting at which you would try to secure an agreement? How would you proceed in the meeting? Should management present its case first? or should labor? Which would be the best topic to discuss first--wages? hours? or paid vacations? And on what grounds would you decide which topic should take precedence?

These are some of the more important problems that a mediator, sent out by the U.S. Conciliation Service, has to deal with. I wish to tell you something of the principles that guide him in solving them.

3.

- 1 2 3 In either formal or informal conclusions, the summary is best managed by (1) Challenge to a new idea, (2) restatement, (3) repetition.

4.

- 1 2 3 To secure proper transition from one main heading to another, one should (1) Use the flash-back and preview device, (2) adopt a consistent set of conjunctive adverbs, such as moreover and also, (3) use connectives such as "then, too," and "and another thing."

5.

- In an effort to secure interest, an appeal is made in the following paragraphs to (1) internal stimuli, (2) external stimuli.

1 2 Workers in a factory never listen with so much interest to a lecture on safety methods as they do just after one of their fellows has been killed or injured by careless handling of the machinery which they themselves are working with.

1 2 With a Tappan electric dishwasher you can enjoy tasty, appetizing cake or a brown, juicy roast, and yet avoid handling of stacks of dirty pots and pans at the end of the meal, while at the same time enjoying the cool comfort of the living room.

6.

- Identify the following methods as (1) appeal to internal stimuli, (2) appeal to external stimuli.

1 2 Arousing curiosity

1 2 Action of the speaker

1 2 Use of comparison and illustration

7.

1 2 3 You can improve your reading and speaking by (1) forcing your voice to the pitch you like until it becomes a habit, (2) exaggerate changes of pitch, loudness, and rate during rehearsal, (3) practicing until the throat and mouth no longer function as resonators.

8.

1 2 3 Quality of voice can be improved by (1) tensing the throat muscles, (2) gesture (3) relaxation.

9.

1 2 3 If you were a master of ceremonies at an informal gathering, it would be most correct to use the following pronunciation: (1) The father and son could not agree that it was interesting. (2) The Father 'n son couldn' agree that it was innerestin'. (3) Father 'n son couldn't agree that it was interesting.

10.

List the three tests of evidence that make it to be acceptable.

- 1.
- 2.
- 3.

11.

1 2 3 In judging the soundness of an analogy this condition would be useful: (1) The dissimilarities between the particulars should be more significant than the likenesses. (2) The greater the number of similarities between two particulars, the more convincing is the conclusion. (3) If there are any dissimilarities it would be better to reject the analogy.

12.

1 2 3 The following is an example of (1) inductive reasoning, (2) deductive reasoning, (3) causal inference.

The just shall live by faith, and the law is not of faith, so it is evident that no man is justified by law in the sight of God.

13.

The man who would persuade others must come to definite decision in regard to these three things, when selecting his ideas. What decision must he make in each instance?

1. In relation to himself:
2. In relation to others:
3. In relation to the speech:

FUNDAMENTALS OF SPEECH

Exam. 2

1. a. From what sources, other than the speaker himself, do visible stimuli come?
b. From what sources, other than the speaker himself, do audible stimuli come?
2. Described psychologically, what is the speaker's main task?
3. State clearly four laws governing the perception of stimuli external to the listener.
4. a. State to whom or to what the ego-centric emotions point and list three such emotions.
b. State to whom or to what the socio-centric emotions point and list three such emotions.
5. List the four principal types of feeling.
6. What is an attitude?
7. State three things in which audiences are interested?
8. List, in correct order, four essential steps in finding material.
9. What is meant by reading suspiciously?
10. State three directions which one should follow in taking notes.
11. Explain four general principles of procedure which one should follow in his preparation of a speech.
12. State three general ways of managing the reference to source material which you desire to acknowledge.

Name _____

1.

Give three possible interpretations of the following statement, that can be made known entirely by inflection and emphasis.

He is worthy of praise.

2.

Give two attributes of effective public delivery of a speech.

3.

Distinguish between extemporaneous and impromptu speaking.

4.

What are the five general requisites of good public speaking?

5.

Give two ways by which a speech may be original even when based upon the ideas of others.

6.

Formulate a satisfactory subject sentence for the following:

Subject sentence:

I recognize the fact that there is no Scriptural instruction for keeping Christmas and that the Word of God does not give us definite indication of the exact date of our Lord's birth. I realize, too, that there is no record of the observance of the nativity in the early church. Yet investigation shows that in several different lands a date approximating our December 25 began to be observed in recognition of the birth of Jesus, often taking the place of some heathen festival.

This has given certain people the impression that Christmas is of pagan origin. This, in my judgment, is a great mistake. One can well understand how, when the Gospel was carried to nations that were in the habit of celebrating nature festivals, it would be very reasonable to substitute something of a Christian character in their place.

Thus Christmas came to be recognized throughout the Western church as the annual memorial of the birth in Bethlehem of Him who was both Son of God and Son of Man. When this epoch-making event took place matters little. The great fact is that in the fulness of time God came down to earth in the person of His Son. Surely no Christian need hesitate to observe, with joy and gladness, that occasion which means so much to every believer.

Christmas, then, means to me the realization of the great mystery of Godliness. God

God has been manifested in the flesh in the virgin-born Savior. The Son of the Father from all eternity has become Son of God in a new sense, as man born on earth by direct divine power, having no human father.....Bethlehem is but the first step down from the throne of glory toward the cross of Calvary. The incarnation of our Lord could not in itself save men from the judgment due their sins...it was at Calvary that the mighty debt was paid.

Christmas means much to me because of its testimony to the world itself. Millions who forget God throughout most of the year are literally forced to remember that He so loved the world as to give his only begotten Son. Men may try to ignore the message, yet melodious songs continue to sound out...reminding Jew and Gentile, Christian and infidel, that Jesus Christ was born on earth in order to become the sinner's Savior.

.....H. A. Ironside. Christian Life, Dec. 1950

7.

- a) Give two ways, other than by reading in which we acquire material for speaking.
- b) Give two guides for making reading a satisfactory source for speech material.

8.

What incorrect speech practice appears in each of the following excerpts from imaginary speeches?

We know there is no substitute for the Sunday School in the program of evangelization. It's proved that most of our church members come from the Sunday School. Why, at least eighty per cent of our church members are from the Sunday School. But more than that, we only keep twenty per cent of those who do come. Surely we cannot deny that our first task is winning those who already come to the church school.

Some Christians, in their zeal to right wrongs of the church hurriedly, actually prevent widespread acceptance of great truth. They are like the Anabaptists in early Reformation days. On the other hand, the modernists are like the French Humanists in their desire to make the gospel appear practical in everyday life.

As the hand of time is being watched or ignored, the plan of God is being fulfilled. It is sometimes thought that ignorance of God's plan should be an excuse for escape from judgment. That He will keep His word is a truth we must realize and believe. The fact is known by Christians, but the fact is not made part of our living.

9.

List at least three methods of definition used in the following:

We disagree with those who advocate the doctrine of eradication of sin. The word itself is derived from two Latin words, eradicatus meaning rooted out, and ex meaning from. Both groups believe alike that sin should not have dominion over the Christian, but we believe that the power of sin is broken, freeing us from participation in sin, while they believe the presence of sin is precluded. It is not a matter of being unable to sin, nor a matter of being a sinful creature who must sin of necessity. It is, rather, a glorious freedom from the guilt and power of sin. We agree perfectly that it is the blood of Christ which accomplishes the result, in any case. We see this clearly in the life of Paul. He had a confused, unsatisfactory Christian experience for a time. Sin defeated him when he wanted victory. Then he saw clearly that

sin did not have to be victor, for sin was already vanquished in Christ Jesus. He turned from self-effort to the work of Christ, and his life became a series of triumphs over the power of sin. The differences, then, are not the important thing, but the agreement upon the result. We want no sin; nor do they. They believe that the blood of Christ is the effective agent, and we echo "Amen."

10.

Outlines follow certain patterns: time, space, topical, purpose-means, causal, question
Identify the pattern of these outlines:

Subject sentence:

In fractional distillation of petroleum the several products "boil" off in different parts of the tower.

- I. The high volatile fuels rise to the top.
- II. In the middle are the low volatile fuels and the oils.
- III. At the bottom the tars and paraffins settle out.

Kind _____

Subject sentence:

A metropolitan newspaper is like a university.

- I. Each has its social studies departments.
- II. Each has departments devoted to the humanities.
- III. Other departments in each are comparable.
- IV. Recreation and sports have places in each.

Kind _____

Subject sentence:

George Gershwin rose from the slums to Carnegie Hall.

- I. He spent his childhood in the slums of New York.
- II. As a young man he struggled in Tin-Pan Alley.
- III. By the time of his death he had become a major figure in American music.

Kind _____

The primary purpose of a speech of introduction is to prepare the audience for the person introduced in such fashion that friendly relations are established between speaker and audience and sympathetic interest is aroused in what the speaker proposes to say. A successful speech of introduction, in other words, is intended to make the audience want to listen attentively to the person introduced. Sometimes, there is a secondary purpose to acquaint the speaker with the audience and to make him ready (by getting him into character) for the task ahead. However, the need for this, if speakers have properly prepared, is rare; speakers who properly analyze their audiences before hand do not need to be told what kind of an audience they have, and if they have gotten themselves into character just before they are to speak, they do not need to be made ready.

Brief Directions for the Preparation of Speeches of Introduction

1. Don't forget that you are not the main speaker. You are there to smooth the path of the person whom you introduce and to make his task somewhat easier for him, and not to make his speech for him. Don't make a long speech yourself. Don't attempt to derive personal advantage for yourself by trying to create the impression that you are just as important to the occasion as the main speaker. Don't refer to yourself except when you have had some connection with the speaker which will assist in creating good feeling between speaker and audience.
2. The introduction. The introduction of a speech of introduction should contain a statement of the nature of the occasion and the purpose of the meeting. This is usually done very briefly in a sentence or two.
3. The discussion. Except in those situations in which the main speaker is already well-known and recognized as an authority on the subject he is to discuss and when interest in that subject is already at white heat, the discussion of a speech of introduction should do two things: first, the person introduced must be "built up" or praised so that the audience will respect him as an authority; and, second, the audience must be told something of the importance of the subject to them, for the purpose of making them want to listen.
 - a. The first of these objectives is accomplished, usually, by calling attention to the main speaker's virtues and accomplishments in the field of the subject matter of the talk. Has he held any position which gives him special knowledge of the subject? Has he had special opportunities for study? Why should the members of a particular audience accept him as an authority? Through the answers to these questions, the audience must be led to respect the speaker as a person who is competent to speak with authority; keep in mind, however, that a person who is regarded as an authority by one audience may not be by another, and that a person who cannot speak with the degree of authority demanded by the particular audience should not speak at all.
 - b. The second of these objectives should be accomplished by pointing out how the subject is vital; this is done by showing that the general wants or desires of the audience for self-preservation, property, power, reputation, affections, sentiments, and tastes are at stake; in this way the members of the audience are led to believe that the subject is a direct concern to each and every one of them and they are made to want to listen.
 - c. In introducing entertaining speakers, references to previous occasions where they entertained helps both to "built up" the speakers and to make listeners want to pay attention.
4. The conclusion. In the conclusion, the name of the person introduced is usually stated and the speaker's subject, in most cases, is announced. Sometimes the name of the speaker is omitted and he is introduced by title only, as "The President

of the United States."

5. Special cautions:

- a. Consult with the main speaker beforehand and find out whether there is anything which he would like to have said; anything which would be particularly helpful in preparing the audience.
- b. Be a good host; look after the speaker's comforts and desires; be courteous and friendly.
- c. Don't hurry; rise and walk slowly out in front of your audience; when the audience has become quiet, begin, and speak calmly and deliberately.
- d. Make speeches of introduction entirely separate parts of the program; do not combine speeches of introduction with announcements, committee reports, or the like.
- e. Avoid trite statements, such as, "We are to have the pleasure of hearing," "We are happy to have as our speaker today," and "Our speaker needs no introduction." Use your imagination.
- f. In general, it is better to speak about the main speaker's specific accomplishments rather than to discuss in detail his specific virtues; detailed discussion of a speaker's virtues, as his honesty, wisdom, tranquillity, liberality, charity, courtesy, or skill, may in many speech situations, be a source of embarrassment to him. Particularly do not comment on the speaker's skill as a speaker, except to say (if true) that he is a distinguished speaker. One speaker was once introduced as, "The Depew Professor of Public Speaking of the George Washington University, who will now show us how to do it." Rarely has he had to make a more difficult speech, because, immediately all of the members of the audience had their attention called to and focused on his skill as a speaker and held away from what he wished to say.
- g. Do not overpraise the speaker. Be sincere with him and with your audience. Excessive praise of the main speaker is likely to injure rather than help him; almost always it is detected by the audience and causes, sometimes, slight hostility.
- h. The speaker's name and his subject, when they are announced, should be spoken clearly and correctly; when you don't know how to pronounce the speaker's name, ask him.
- i. After introducing the speaker, sit down and give careful attention to what he is saying; this will suggest to the members of the audience that they listen also. Don't make any movements which will call attention away from the speaker.
- j. When the main speech is over, should the introducer comment upon it? Sometimes there is need for the introducer to make some comments, as when some reference has been made to the introducer or to the views of the audience. In most situations, however, this not only is unnecessary, but is out of place. Here again, the introducer should not forget that he is not the main speaker, and if it had been intended that he be the main speaker, he would have been so invited. When introducers comment on the speeches of those whom they introduce, they very often destroy much of the effect that those speakers have taken considerable pains to build up. When the speech is over, an expression of thanks and pleasure usually is all that is needed.

REPLIES TO SPEECHES OF INTRODUCTION

It very often happens that a main speaker must make some sort of a reply to the chairman's introduction, before he can go ahead with his speech, and sometimes a speaker is introduced for no other purpose than to reply briefly to the introduction. In the first situation, introductions sometimes are so excessively laudatory that the audience has been led to expect much more than the speaker can deliver and the speaker feels that he must say something to lessen their expectations; also, in the first situation, it may happen that the welcome has been so unusual that a reply is desirable.

Most replies to introductions are so short that it is impossible to divide them into introduction, discussion, and conclusion. We should keep in mind also, that unless there has been excessive praise of the speaker or an unusually friendly welcome, it is a good plan to make no reference to introductions.

Brief Directions for the Preparations of Replies to Introductions

1. Speakers must make the best of their introductions. If the introduction is not laudatory enough to satisfy the speaker, there is nothing he can do to save the situation except to go ahead and make the best speech he can. He should never refer, except in praise, to either the speech of introduction or to the introducer; if he in any way holds the introducer to blame for any real or imaginary fault in introducing him, he is almost certain to arouse resentment. The writer once heard a guest speaker, whose purpose was to build good will for a business service, introduced at a noon-day luncheon club by a past-president who was drafted at the last minute for the purpose. The introducer had no time in which to obtain information about the speaker, so his speech of introduction was a very plain one consisting of an announcement of the speaker's name and his subject. The guest speaker's first words were, "Well, evidently your chairman doesn't believe in saying it with flowers." Immediately his opportunity to build good will for his business service with that audience was lost; the members of the audience had a great deal of respect for the introducer and knew that he had been drafted at the last minute and had had no opportunity to learn about the speaker, and they bitterly resented the guest speaker's opening remark.
2. Handling excessive praise. If the introduction is excessive in its praise; it may be necessary for the speaker to take the edge off it by telling a story for the purpose of deflating himself. Charles M. Schwab, after one laudatory introduction, told two stories, one of which follows: "Just after the war, I was in England, and I met a soldier one day, who was decorated with medals from one shoulder to the other, and I said, 'Now, there is some great distinguished man, whom I must meet and get his history,' and going up to the man, I asked him if he would mind telling me the circumstances that led to all these honors that he possessed, and he said he would do so with pleasure. He said, 'Now, this one, the first large medal that you see on my left, I received by mistake, and I have had all the others given to me because I had the first one.'" Another method of handling excessive praise is to show how alike speaker and audience are and by this means the speaker shares the praise of himself with them.

...Yaeger, Willard Hayes in
EFFECTIVE SPEAKING FOR EVERY OCCASION.

PART ONE. Write true or false on blank left of each statement below.
Do not guess.

- _____ 1.--As a general rule a speaker should use the exact figure, such as 974,251, rather than a round number such as 974,000.
- _____ 2.-- A common mistake made by most people who are accustomed to using the blackboard in speaking is to write and draw too small and too lightly.
- _____ 3.--Pictures and samples should almost never be passed around among an audience unless they are all the same.
- _____ 4.--The following symbols are in their correct order: I., A., 1., a., (1), (a).
- _____ 5.--One way to achieve success in impromptu speaking is to control alarm and panic by keeping passive, bodily and mentally.
- _____ 6.--It is futile, as a general rule, to try to make converts out of opponents in a single speech.
- _____ 7.--In citing the authority of other one should begin by saying, "authorities agree that..."
- _____ 8.--The larger the group, the less effective is direct appeal to emotion and feeling.
- _____ 9.--Although a speaker may use certain motives and emotions to draw himself and his listeners together, the same motives and emotions cannot be relied upon to bind the listeners together.
- _____ 10.-- In the persuasive speech, sincerity is synonymous with certainty.
- _____ 11.--The subject sentence is the ESSENTIAL stimulus-idea of the speech.
- _____ 12.--As a general rule one should place his strongest point first.
- _____ 13.--The mood of the speech of welcome need not be very emotional.
- _____ 14.--In speeches for entertainment, humor is the chief avenue of entertainment.
- _____ 15.--In the after-dinner speech, illustrations should occupy the largest portion of the time.

PART TWO. Write in the correct word or words in each blank below.

1. The first basic requirement for clearness in a speech is that the speaker _____.
2. Tracing a word back to its origin or derivation is known as definition by _____.
3. The use of slang should be limited, in the first place, by _____; and secondly, by the _____ and _____ of the speaker's knowledge.
4. An interest is a general _____, a positive response tendency toward a _____, an area of _____, or a group of _____.
5. To be the most effective, humor must be governed by _____ propriety, and _____.
6. The goal of all oral reading is a delivery which sounds like _____.

7. Gestures which point are used to _____ and _____
8. If your speech is to advocate that one proposal is superior to
- others you will want to use (a) _____ and _____
and (b) analogy.
9. Those whose favorable attitude is caused by thoughtful analysis of the problem we call _____; those whose favorable attitude has been shaped by habitual association we call _____.
10. The following ideas may be effective in dealing with the judicious opponent:
 - A. Meet his chief objections, so far as you can discover them through _____ and _____.
 - B. New _____ and new _____ may lead an opponent to reconsider his opinion.
 - C. Mention _____ and _____ that both speaker and opponent have in common.
11. People are influenced indirectly by a process which the psychologist calls _____. It is the process in which a stimulus or an idea works in the _____ of attention and perception and provokes a response.
12. When _____ is involved, imitation gains great force.
13. The recurrence of an idea in a persuasive speech takes two forms: _____ and _____.
14. In order to show respect for the audience, a speaker should (1) be _____, (2) be _____ (3) be _____ and (4) be _____.
15. A speaker should never correct an audience of _____.
16. Each main idea will be directly and logically related to the _____.
17. The introduction will ordinarily have two parts: (1) _____ and (2) _____.
18. The chief task of the conclusion in a persuasive speech is to _____.
19. The speech of response to a welcome has one purpose only, namely to _____.
20. Many public lectures are fundamentally for the _____ and _____ of those who attend.
21. At the core of the after-dinner speech should be an _____ or a _____.
22. _____ is a good device for effecting an introduction in the after-dinner speech.

23. _____ is the one great standard for the after-dinner speech.

PART THREE. Short Answer.

1. List Dewey's five steps in the analysis of a problem.

- (1)
- (2)
- (3)
- (4)
- (5)

2. S speaker can bind listeners together in the following ways:

- (1) By getting his audience to _____
- (2) By referring to the motives, attitudes, emotions, and interests that are _____
- (3) By mentioning _____

3. List four helpful conditions coming from the audience and the audience and the meeting place itself.

- (1)
- (2)
- (3)
- (4)

4. The speech outline should show at least six distinct parts, as follows:

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

ADVANCED SPEECH

Exam II

1. What is the goal of all oral reading?
2. Explain in full two acceptable ways of handling the manuscript.
3. List the authors' three main suggestions for achieving success in impromptu speaking.
4. Discuss the relation between language and idea and between idea and memory.
5. State clearly and fully four basic suggestions on breathing for the strengthening of the voice.
6. State two common faults of pronunciation found in all regional types of speech and give one example of each (as found in the textbook).
7. List three of the principal kinds of gestures.
8. Discuss the relative merits of the emotional appeal and the logical appeal.
9. What are the two kinds of evidence and of what does each consist?
10. State two ways of arriving by induction at a general conclusion.
11. Discuss the mood of a speech of welcome.
12. What is the one purpose of the speech of response to a welcome?

Speech II

1. State four misconceptions about public speaking. (Answer on back of first page)
2. (a) It is the _____ who furnishes the occasion for communication.
(b) It is not until the communicative situation acquires _____ that both parties become more or less aware that they are playing different roles.
(c) The two physical media that make communication possible are _____ and _____.
3. The basic unit of good speeches consists of the following two parts:
 - (1)
 - (2)
4. Explain what is meant by example.
5. In what two ways may testimony be used to advantage?
 - (1)
 - (2)
6. (a) What is the outline in relation to the speech?
(b) For speeches, the _____ outline is best.
7. (a) Good delivery does not attract the listener's attention; rather, it _____.
(b) The speaker's bodily activity on the platform must _____ and must not _____.
8. Distinguish clearly between extemporaneous speaking and impromptu speaking.
 - (1) Extemporaneous
 - (2) Impromptu

SPEECH II

9. State two wrong ways of attempting to secure emphasis in preaching.
- (1) _____
 - (2) _____
10. How does good public speaking differ from good conversational speech?
11. (a) A gesture should be the _____ expression of inner feeling.
(b) Shakespeare's advice is: " _____
_____."
12. List briefly and explain four right ways to secure emphasis in preaching.
- (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
13. Behavior in the moments before speaking:
- (1) Seating posture:
 - (2) Breathing:
 - (3) Shoulders:
 - (4) Throat and jaws:
 - (5) Approaching speaking position:
14. Why is it not advisable for one to resort to "last-ditch reviewing"?
15. How does the desire to speak to an audience aid one in the presentation or delivery of a speech?
- (1) _____
 - (2) _____
 - (3) _____