Public Speaking Essentials

Public Speaking · Answer Key · 25 Questions

1. What is the term for a visual aid that outlines the main points of a speech?

A) Scorecard
B) Outline
C) Blueprint
D) Script

2. What is the primary purpose of an introduction in a speech?

A) To list all references
B) To announce the conclusion
C) To hook the audience's attention
D) To summarize the visual aids

3. Which part of a speech summarizes the main ideas for the audience?

A) The body
B) The bibliography
C) The conclusion
D) The introduction

4. What does 'eye contact' primarily help a speaker establish?

A) Physical dominance
B) Audience connection
C) A clear voice
D) Memorization

5. Which device is often used to display electronic slides during a presentation?

A) Projector
B) Microphone
C) Megaphone
D) Headphones

6. What is the term for the speed at which a speaker talks?

A) Pitch
B) Volume
C) Pace
D) Tone

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7. Which of the following is a common non-verbal communication tool?

A) Hand gestures
B) PowerPoint slides
C) Printed notes
D) A microphone

8. What is the purpose of a 'podium' or 'lectern'?

A) To amplify sound
B) To hold the speaker's notes
C) To record the speech
D) To project video

9. What does 'vocal variety' refer to in public speaking?

A) Changing pitch and volume
B) Reading very fast
C) Ignoring the audience
D) Using only one note

10. What is a 'transition' in a speech?

A) A summary of the end
B) A word or phrase connecting two ideas
C) A way to end the presentation
D) A type of visual aid

11. What is the term for speaking without prior preparation?

A) Impromptu speaking
B) Formal reading
C) Rehearsal
D) Scripting

12. What is the primary purpose of a 'hook' at the start of a speech?

A) To define terms
B) To capture interest
C) To read the title
D) To thank the audience

13. Which tool is used to amplify the speaker's voice to a large audience?

A) Microphone
B) Laser pointer
C) Notebook
D) Projector

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14. What does 'articulation' mean in the context of speaking?

A) Speed of talk
B) Clarity of speech sounds
C) Volume of the voice
D) Height of the speaker

15. What is the 'body' of a speech?

A) The final summary
B) The main content
C) The greeting
D) The opening hook

16. What is a 'rehearsal'?

A) The act of practicing a speech
B) The time allowed for questions
C) The process of writing a script
D) The visual design phase

17. What is 'posture' in public speaking?

A) The speaker's physical stance
B) The speed of speech
C) The volume of voice
D) The type of suit worn

18. Which of these is a common way to end a speech?

A) A call to action
B) A random fact
C) A long pause
D) A second introduction

19. What is the 'audience' in public speaking?

A) The person writing the speech
B) The people listening to the speech
C) The room itself
D) The visual aids

20. What is the term for using a word or phrase repeatedly to emphasize a point?

A) Repetition
B) Contradiction
C) Silencing
D) Exaggeration

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21. What is a 'handout'?

A) A paper given to the audience
B) A microphone stand
C) A type of projector
D) The podium

22. What is the main goal of 'persuasive speaking'?

A) To inform about history
B) To convince the audience
C) To tell a fictional story
D) To read a poem

23. What is 'filler' language, such as 'um' or 'uh', generally considered?

A) Professional
B) Helpful
C) Distracting
D) Mandatory

24. What does 'pitch' refer to in vocal delivery?

A) The loudness of the voice
B) The highness or lowness of the voice
C) The speed of the talk
D) The choice of words

25. Which of these is a form of 'informative speaking'?

A) Teaching a new process
B) Trying to sell a product
C) Arguing a legal case
D) Expressing a personal opinion

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