

## Chapter 2 Test

### Multiple-choice

1. To overcome nervousness on your first speech, do all of the following except \_\_\_\_\_
  - a. draw a few deep breaths.
  - b. walk to the front of the room with confidence.
  - c. make remarks to audience members as you walk.
  - d. before speaking, look around the room.
  
2. The more you know about your topic \_\_\_\_\_
  - a. the more you risk being overconfident.
  - b. the greater the chance of including too much detail in your speech.
  - c. the better your chances of being an effective communicator.
  - d. the less likely it is that people will listen to you.
  
3. Not taking your speech seriously may hurt your \_\_\_\_\_
  - a. delivery.
  - b. audience relations.
  - c. credibility.
  - d. all of the above.
  
4. You can overcome nervousness by all of the following except \_\_\_\_\_
  - a. telling the audience how nervous you are.
  - b. practicing out loud beforehand.
  - c. taking deep breaths.
  - d. thinking positive thoughts.
  
5. Using notes to speak \_\_\_\_\_
  - a. is recommended.
  - b. may confuse the speaker.
  - c. always distracts the audience.
  - d. will hurt your credibility.
  
6. Good posture \_\_\_\_\_
  - a. makes you look sharper.
  - b. is a sign of good health.
  - c. makes you feel more alert.
  - d. all the above.

7. Non-verbal communication refers to all of the following except \_\_\_\_\_
- a. your posture.
  - b. your walk.
  - c. your dress.
  - d. your eyes.
  - e. your spoken words.
8. Eye contact can \_\_\_\_\_
- a. distract your listeners.
  - b. show interest and sincerity.
  - c. show careful preparation.
  - d. make a speaker off-balance.
9. Nervousness can make the speaker experience all of the following except \_\_\_\_\_
- a. unpleasant feelings in the speaker's stomach.
  - b. increased sweating.
  - c. a dry mouth.
  - d. a lack of energy.
10. The best way to control involuntary behavior is to \_\_\_\_\_
- a. know your topic.
  - b. rehearse many times out loud.
  - c. realize that the nervousness will diminish after a few moments.
  - d. all of the above.
11. To improve gestures, you should do all of the following except \_\_\_\_\_
- a. videotape yourself.
  - b. practice in front of a mirror.
  - c. remove jewelry to avoid fiddling with it.
  - d. pay attention to others' gestures.
  - e. keep your hands in your pockets.

### **True or False**

1. Making eye contact is less important than using good gestures. \_\_\_\_\_
2. Generally you should stay in place when speaking. \_\_\_\_\_
3. Stage fright is uncommon. \_\_\_\_\_
4. What you communicate begins with the first word of speech. \_\_\_\_\_

5. The speaker should not move around when speaking. \_\_\_\_\_
6. Using notes is likely to build self-confidence. \_\_\_\_\_
7. Speaker nervousness will be noticed by most audience members. \_\_\_\_\_

### **Short Answer**

1. List five ways to alleviate nervousness.
  
2. List five things that a speaker does that contribute to his or her nonverbal communication to the audience, and what information can be gained from that communication.
  
3. Discuss the importance of eye contact and gestures.
  
4. Explain why good posture is important to a public speaker.
  
5. When you speak to a group, why is it important to look around constantly at your audience?
  
6. Do gestures enhance your ability to communicate? Why?
  
7. Explain how the speaker's personal appearance can be helpful or harmful in understanding his or her message in a public speech.