

## ***Test Bank Chapter 2: Speaking with Confidence***

### **Multiple-Choice Questions**

TB\_Q2.1 One study found that men are more likely to experience more anxiety than women when speaking to

- a. people from a culture different from their own.
- b. the opposite sex.
- c. people with a higher education than their own.
- d. people younger than they are.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: a

TB\_Q2.2 As noted in your text, a study by two communication researchers found which of the following to be a common reason people experience communication apprehension?

- a. fear of humiliation
- b. fear of success
- c. peer pressure
- d. indecision about their topic

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Remember the Facts

Difficulty: 1 – Easy

Answer: a

TB\_Q2.3 You have previous experience in public speaking, tend to be less sensitive to apprehension, and have a lower heart rate when speaking. What is your style of communication apprehension?

- a. average
- b. insensitive
- c. inflexible
- d. confrontation

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: b

TB\_Q2.4 With the \_\_\_\_\_ style of communication apprehension, your heart rate will be the highest when speaking publicly, however some people use this high level to enhance their performance and use the fear to motivate them to prepare and be at their best.

- a. average
- b. insensitive
- c. inflexible
- d. confrontation

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Understand the Concepts

Difficulty: 2 - Moderate

Answer: c

TB\_Q2.5 Some researchers point out that public-speaking apprehension can involve both a \_\_\_\_\_, a characteristic or general tendency that you may have, and a \_\_\_\_\_, anxiety triggered by the specific incidence of giving a speech to an audience.

- a. state; trait
- b. tendency; behavior
- c. trait; state
- d. behavior; tendency

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: c

TB\_Q2.6 What style of communication apprehension do you have if, like many people, you have a very high heart rate as you begin presenting a speech, and then your heart rate tapers off to more average levels?

- a. average
- b. insensitive
- c. inflexible
- d. confrontational

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: d

TB\_Q2.7 Which style of communication apprehension is generally associated with channeling nervous energy to improve public speaking?

- a. average
- b. insensitive

- c. inflexible
- d. confrontational

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Understand the Concepts

Difficulty: 2 - Moderate

Answer: c

TB\_Q2.8 Speakers with the \_\_\_\_\_ style of communication apprehension have a generally positive approach to public speaking and rate their own performance as the highest compared to those with other styles.

- a. average
- b. insensitive
- c. inflexible
- d. confrontational

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: a

TB\_Q2.9 Susan had been planning her speech about owls for an elementary school audience. She had extensive information about their habitat, hunting habits, and prey. She showed graphic pictures of hunting owls to her audience. Many children cried and were frightened by her speech. Susan did not understand why. What did Susan do wrong?

- a. Susan did not make any mistakes.
- b. Susan failed to know her audience.
- c. Susan procrastinated in preparing her speech.
- d. Susan did not channel her nervous energy.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: b

TB\_Q2.10 Most speakers who procrastinate in preparing their speeches will

- a. sound much more spontaneous and relaxed.
- b. be assured that the speech content is current and fresh.
- c. feel more speaker apprehension.
- d. be more interested in their topic.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Understand the Concepts  
Difficulty: 2 - Moderate  
Answer: c

- TB\_Q2.11 Nervous speakers tend to breathe in which of the following ways?
- They tend to inhale more than they exhale.
  - They tend to take short and shallow breaths.
  - They tend to exhale more than they inhale.
  - They tend to breathe deeply and evenly.

LO 2.2: Describe effective strategies for building public-speaking confidence.  
Topic: Build Your Confidence  
Skill: Understand the Concepts  
Difficulty: 2 - Moderate  
Answer: b

- TB\_Q2.12 Fred had to give a 4–6 minute speech in his public speaking class. He chose to speak on basketball, because he knew a lot about it and would not have to do any research. Before delivering his speech, he wrote down five words on index cards to jog his memory. During his speech, Fred said everything he wanted to say in 3 minutes, and then began rambling in hopes of meeting the time requirements. Where did Fred go wrong?
- Nothing, Fred did a good job.
  - Fred did not properly prepare his speech.
  - Fred did not know his audience.
  - Fred should have visualized his success.

LO 2.2: Describe effective strategies for building public-speaking confidence.  
Topic: Build Your Confidence  
Skill: Apply What You Know  
Difficulty: 2 - Moderate  
Answer: b

- TB\_Q2.13 Even though Wilbur's public speaking teacher had encouraged him to practice and prepare notes, he was convinced he did not need them. Wilbur was naturally comfortable in front of an audience, and thought notes would just stifle his charisma. On the day of his speech Wilbur found he was struggling to find the right words and felt like he was rambling. His audience was not amused or engaged. What was Wilbur's biggest mistake?
- Wilbur did not prepare.
  - Wilbur did not make any mistakes.
  - Wilbur did not channel his nervous energy.
  - Wilbur did not use deep breathing techniques.

LO 2.2: Describe effective strategies for building public-speaking confidence.  
Topic: Build Your Confidence  
Skill: Apply What You Know  
Difficulty: 2 - Moderate

Answer: a

TB\_Q2.14 In his college-level public speaking class, Nathan decided to give a speech on how to get a good score on the ACT exam. The class was bored and uninterested. What did Nathan fail to do?

- a. be prepared
- b. select an appropriate topic
- c. know the introduction and conclusion
- d. visualize his success

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: b

TB\_Q2.15 Why is it especially important to have a clear plan for your speech introduction?

- a. You are likely to feel the most anxious during the opening moments of your speech.
- b. Most speech teachers grade you solely on the effectiveness of your introduction.
- c. The rest of your speech is merely direct repetition of what you have already stated in your introduction.
- d. If you have a good introduction your audience is less likely to notice mistakes you make later on.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Understand the Concepts

Difficulty: 2 - Moderate

Answer: a

TB\_Q2.16 When speakers squeeze and relax their muscles while waiting for their turn to speak, without calling attention to what they are doing, it reflects a strategy of coping with nervousness referred to as

- a. speech visualization.
- b. adapting to the speaking environment.
- c. channeling your nervous energy.
- d. speech preparation.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Understand the Concepts

Difficulty: 2 - Moderate

Answer: c

TB\_Q2.17 Kecia was giving a speech on the importance of hospice care to a group of health care workers. To prepare for her speech, Kecia visited the room where she would speak and set up her

office to look like that room while she practiced her speech. What strategy was Kecia using to control her nervousness?

- a. She made her rehearsal realistic.
- b. She sought speaking opportunities.
- c. She understood her nervousness.
- d. She used communication as action.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: a

TB\_Q2.18 Saul is very nervous before delivering his speech and notices that his hands are shaky and his knees are wobbly. How can Saul take control of these involuntary body movements before his speech?

- a. by being organized
- b. by making practice real
- c. by channeling his nervous energy
- d. by knowing his audience

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: c

TB\_Q2.19 Jackie was giving a speech on horses. She loves horses and she was excited to talk about horses. She imagined how happy she would be to share the information with her audience and how glad they would be to hear the information. What strategy was Jackie using to manage her anxiety?

- a. She visualized her success.
- b. She used deep-breathing techniques.
- c. She sang a song to lift her spirits.
- d. She recreated her speaking environment.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: a

TB\_Q2.20 As Sasha sat backstage waiting to be introduced for her speech, she reminded herself that she was going to do well and that she was more than prepared to give this speech. What was Sasha doing to reduce her anxiety?

- a. having a mental pep talk

- b. being prepared
- c. focusing on her fear
- d. seeking speaking opportunities

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: a

TB\_Q2.21 Which of the following is an example of positive self-talk?

- a. I do not know if I can do this because I am really nervous.
- b. I am going to trip and fall once I am up there.
- c. So many people are looking at me.
- d. My listeners want me to do a good job, so I will look for friendly faces.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: d

TB\_Q2.22 Which of the following is a good strategy to use while speaking in order to calm speaker anxiety?

- a. look for positive listener support
- b. focus on your fear
- c. make sure your notes are visible to the audience
- d. avoid over-preparation

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Understand the Concepts

Difficulty: 2 - Moderate

Answer: a

TB\_Q2.23 Kobe was quiet, but he was very passionate about his topic—ensuring quality food for pets. He wanted everyone to know how important this was, and he worked hard to focus on his speech, not how nervous he would be to give it. What strategy was Kobe using?

- a. being prepared
- b. focusing on the message and not on the fear
- c. knowing the introduction and conclusion
- d. looking for positive listener support

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: b

TB\_Q2.24 As an audience member, Kelly tries to make eye contact with the speakers and smile and nod with encouragement. What technique for reducing speech anxiety is Kelly helping the speakers with?

- a. deep breathing techniques
- b. channeling nervous energy
- c. positive listener support
- d. visualizing success

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: c

TB\_Q2.25 Ellie was very nervous about giving her first speech in her speech class, so she began working with several clubs on campus and volunteered to do presentations before her first formal speech in class. What strategy did Ellie use to combat her nervousness?

- a. Ellie sought out speaking opportunities.
- b. Ellie recreated her speaking environment.
- c. Ellie focused on her anxiety, not her speech.
- d. This is not a strategy, Ellie just does not know how to say no.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: a

### **True/False Questions**

TB\_Q2.26 Anxiety can be useful to a public speaker.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: True

TB\_Q2.27 Only a select few people experience communication apprehension.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Remember the Facts

Difficulty: 1 - Easy  
Answer: False

TB\_Q2.28 There is no way to manage communication apprehension if you are born with it.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.  
Topic: Understand Your Nervousness  
Skill: Remember the Facts  
Difficulty: 1 - Easy  
Answer: False

TB\_Q2.29 As you experience nervousness realize that your audience cannot see evidence of everything you feel.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.  
Topic: Understand Your Nervousness  
Skill: Remember the Facts  
Difficulty: 1 - Easy  
Answer: True

TB\_Q2.30 The four styles of communication apprehension include: (1) average, (2) sensitive, (3) inflexible, and (4) confrontation.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.  
Topic: Understand Your Nervousness  
Skill: Remember the Facts  
Difficulty: 1 - Easy  
Answer: False

TB\_Q2.31 Speakers who are less anxious about speaking put off working on their speeches, in contrast to speakers who are more apprehensive about public speaking.

LO 2.2: Describe effective strategies for building public-speaking confidence.  
Topic: Build Your Confidence  
Skill: Remember the Facts  
Difficulty: 1 - Easy  
Answer: False

TB\_Q2.32 The more you anticipate the kind of reaction your listeners will have to your speech, the more anxiety you will acquire about delivering your speech.

LO 2.2: Describe effective strategies for building public-speaking confidence.  
Topic: Build Your Confidence  
Skill: Understand the Concepts  
Difficulty: 2 - Moderate  
Answer: False

TB\_Q2.33 According to one study, women are likely to experience more anxiety than men are when speaking to people from a culture different from their own.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: False

TB\_Q2.34 Preparing your speech early is a great way to reduce speaker anxiety.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: True

TB\_Q2.35 You will feel less nervous if you talk about something you are familiar with or have some personal experience with it.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: True

TB\_Q2.36 Practicing your speech several times before you deliver it is part of being effectively prepared.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: True

TB\_Q2.37 Anxiety about a speech assignment decreases and confidence increases when speakers closely follow the directions and rules for developing a speech.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: True

TB\_Q2.38 If you are very nervous about giving your speech, you should visualize everything that could go wrong.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: False

TB\_Q2.39 In the few minutes before you address your listeners, mentally reviewing your major ideas, your introduction, and your conclusion can actually cause more fear about the public speaking situation.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: False

TB\_Q2.40 Seeking speaking opportunities is another way to help reduce speaking anxiety.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: True

### **Fill-in-the-Blank Questions**

TB\_Q2.41 Your view of the speaking assignment, your perception of your speaking skill, and your self-esteem all interact to create \_\_\_\_\_.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Understand the Concepts

Difficulty: 2 - Moderate

Answer: anxiety

TB\_Q2.42 Speakers with the \_\_\_\_\_ speaking style rated their own speaking performance the highest compared to those with other styles.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: average

TB\_Q2.43 When it comes to selecting a topic for your speech, you will feel less \_\_\_\_\_ if you talk about something with which you are familiar or with which you have some personal experience.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Remember the Facts

Difficulty: 1 - Easy

Answer: nervous

TB\_Q2.44 If your heart rate tends to taper off as you begin presenting a speech, returning to more average levels, you have a \_\_\_\_\_ style of communication apprehension.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: confrontational

TB\_Q2.45 You should focus on your \_\_\_\_\_ rather than your fear to overcome speech anxiety.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Apply What You Know

Difficulty: 2 - Moderate

Answer: message

## Essay Questions

TB\_Q2.46 The textbook describes four styles of communication apprehension: average style, insensitive style, inflexible style, and confrontation style. Briefly explain each one.

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Analyze It

Difficulty: 3 - Difficult

Answer:

1. Average style: generally positive approach to communicating in public; overall heart rate when speaking publicly is in the average range.
2. Insensitive style: previous experience in public speaking; because of the experience, tend to be less sensitive to apprehension when speaking; lower heart rate when speaking.

3. Inflexible style: highest heart rate when speaking; some use this to enhance performance; fear motivates them to prepare and be at their best; for others, the anxiety of the style creates so much tension that their speaking performance is diminished.
4. Confrontational style: very high heart rate when beginning the presentation and then heart rate tapers off to more average levels; characteristic of more experienced speakers or people with some public-speaking background.

TB\_Q2.47 Explain how your psychology affects your biology in relation to public speaking?

LO 2.1: Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Skill: Analyze It

Difficulty: 3 - Difficult

Answer: Your view of the speaking assignment, your perception of your speaking skill, and your self-esteem all interact to create anxiety. You want to do well, but you're not sure that you can or will. Presented with this conflict, your brain signals your body to switch to its default fight-or-flight mode: You can either fight to respond to the challenge or flee to avoid the cause of the anxiety. Your body responds by summoning more energy to respond to the challenge. Your breathing rate increases, you pump more adrenaline, and you rush more blood through your veins. To put it more technically, you are experiencing physiological changes because of your psychological state, which explains why you may have a more rapid heartbeat, shaking knees and hands, a quivering voice, and increased perspiration.

TB\_Q2.48 The textbook lists several methods for building your confidence before giving a speech. Pick five of those methods and briefly describe each one.

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Analyze It

Difficulty: 3 - Difficult

Answer: Answers will vary, but should include five of the following methods:

- Do not procrastinate in preparing your speech.
- Know your audience.
- Select an appropriate topic.
- Be prepared. Develop and deliver a well-organized speech.
- Know your introduction and conclusion.
- Re-create the speech environment when practicing. Use deep breathing techniques. Channel your nervous energy.
- Visualize your success.
- Give yourself a mental pep talk.
- Focus on your message, not your fear.
- Look for positive support.
- Focus on your accomplishment, not your fear.
- Seek speaking opportunities.

TB\_Q2.49 How does "knowing your audience" help build your confidence as a speaker?

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Analyze It

Difficulty: 3 - Difficult

Answer: The more you can anticipate the kind of reaction your listeners will have to your speech, the more comfortable you will be in delivering your message. An audience-centered speaker focuses on connecting to listeners rather than focusing on fear.

TB\_Q2.50 How does “selecting an appropriate topic” help build your confidence as a speaker?

LO 2.2: Describe effective strategies for building public-speaking confidence.

Topic: Build Your Confidence

Skill: Analyze It

Difficulty: 3 - Difficult

Answer: You will feel less nervous if you talk about something with which you are familiar or with which you have some personal experience. Talking about something you are passionate about can boost your motivation and help you to manage your fear. Your comfort with the subject of your speech will be reflected in your delivery.