

Test Bank Chapter 2

2-1 Multiple Choice

2-1.1. According to the text, _____ percent of people report feeling anxious about public speaking.

- A) less than 10
- B) more than 80
- C) 50
- D) 99

Answer: B

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-1.2. _____ college students feel "highly apprehensive" about speaking in front of others.

- A) three in seven
- B) one in three
- C) five in seven
- D) one in five

Answer: D

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-1.3. When facing public speaking anxiety, the goal for the speaker should be to

- A) eliminate it.
- B) increase it to help increase performance.
- C) manage and understand it.
- D) share it with the audience to engage their sympathy.

Answer: C

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: moderate

Skill: Understand the Concepts

2-1.4. Which of the following is a common reason that people experience speaking anxiety?

- A) fear of humiliation
- B) fear of people in general
- C) phobia of large spaces
- D) unwillingness to share information

Answer: A

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: moderate

Skill: Understand the Concepts

2-1.5. A study found that _____ are likely to experience more anxiety than _____ when speaking to people from a culture different from their own.

- A) men; women
- B) children; adults
- C) women; men
- D) adults; children

Answer: A

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-1.6. Which of the following traits is linked to increased speaking apprehension?

- A) creativity
- B) impatience
- C) perfectionism
- D) extraversion

Answer: C

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: moderate

Skill: Understand the Concepts

2-1.7. The closer to the time came for Dennis to present his speech, the more anxious he became. Heart pounding, he felt flushed and his stomach tied itself in knots. He began to worry that his internal feelings would manifest themselves externally, affecting the audience's reception of his speech. Which of the following statements BEST reflects how the audience will react to Dennis when he speaks?

- A) The audience will know exactly what Dennis is feeling during every moment of his speech.
- B) The audience will judge Dennis for being anxious.
- C) The audience will ignore Dennis' speech because his nerves make him less credible.
- D) The audience will view Dennis as less nervous than he feels.

Answer: D

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: moderate

Skill: Apply What You Know

2-1.8. According to the text, anxiety may help people speak better if they view the event _____ instead of _____.

- A) positively; negatively
- B) neutrally; positively
- C) neutrally; negatively
- D) negatively; positively

Answer: A

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-1.9. According to the text, when you feel the physical symptoms of anxiety you should

- A) label them honestly as “nervousness,” “fear,” or “anxiety” and accept them.
- B) relabel them as “excitement” or “enthusiasm.”
- C) take prescription anxiety medication.
- D) ignore them until after your speech.

Answer: B

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-1.10. According to the text, how does learning about your audience reduce speaking anxiety?

- A) It enables you to see them as real, unthreatening people.
- B) It makes you feel superior to them and therefore more confident.
- C) It distracts you from the physical symptoms of anxiety.
- D) It allows you to anticipate their reactions to your speech.

Answer: D

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-1.11. Jill has been instructed to give a speech to the board of directors at the upcoming company shareholder meeting. She knows this is an important speech, but even with the deadline fast approaching, Jill has yet to prepare what she's going to say. This is most likely because she

- A) doesn't know enough about her executive audience to make light-hearted jokes about them.
- B) is having difficulty choosing the visual aid she wants to accompany her speech.
- C) is letting fear freeze her into inaction.
- D) is a messy and disorganized person.

Answer: C

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.12. In order to reduce speaking apprehension, you should choose a topic that

- A) you are unfamiliar with so you can focus on the facts.
- B) you are familiar with or have a lot of interest in.
- C) is already well-known by the audience.
- D) is exciting or unusual to keep the audience's interest.

Answer: B

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-1.13. Grace knew her speech backwards and forwards. She rehearsed it over and over, timing it to make sure she didn't run over the time limit. When she actually delivered the speech, she found herself much less nervous and much more confident than she expected to be. Which guideline for developing confidence provided in your text applies here?

- A) act calm to feel calm
- B) be prepared
- C) re-create the speech environment when you rehearse
- D) know your audience

Answer: B

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.14. Jason has thoroughly researched his speech on the art of tattooing. It has many different types of supporting material and is well-organized. Right before presenting, Jason printed out his complete outline, and read directly from it when speaking. Which of the following statements most likely pertains to this situation?

- A) Jason forgot to visualize success, which would have helped reduce his nervousness.
- B) Jason forgot to organize his speech in a way that made sense to his audience.
- C) Jason wasn't prepared; he didn't rehearse his speech several times before he delivered it.
- D) Jason didn't have enough supporting material.

Answer: C

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.15. The suggestions for being organized for speech include

A) knowing how long to hold for applause.

B) having a defined introduction and conclusion, and improvising the middle.

C) thinking up a variety of alternate topics in case the audience becomes bored.

D) having a clear beginning, middle, and end.

Answer: D

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-1.16. Going the day before to see the location where you are going to give your speech and rehearsing there is an example of

A) being organized.

B) channeling nervous energy.

C) making practice real.

D) not procrastinating.

Answer: C

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-1.17. How should nervous speakers breathe to reduce speaking anxiety?

A) They should breathe deeply

B) They should take short, shallow breaths

C) They should breathe in through their mouth and out through their nose

D) They should breathe in through their nose and out through their mouth

Answer: A

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-1.18. Which of the following is an example of a way to channel nervous energy before a speech?

- A) Keep the mind active by imagining all the things that could go wrong.
- B) Spend two minutes at the beginning of the speech telling the audience how nervous you are.
- C) Run around frantically to burn off excess energy.
- D) Taking a slow, relaxing walk.

Answer: D

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-1.19. Before delivering her speech, Jean closed her eyes and pictured herself walking confidently in front of the audience and delivering her well-prepared opening remarks. She imagined herself giving the entire speech as a controlled, confident speaker. In this example, Jean is

- A) knowing her audience.
- B) visualizing her success.
- C) focusing on her message, not her fear.
- D) giving herself a mental pep talk.

Answer: B

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.20. Right before her speech, Tasha says in her mind, "I can do this! I am excited about sharing this material with my audience. I am a powerful, confident speaker." Is this a helpful technique to reduce nervousness and build confidence?

- A) Yes, this is a nerve-calming technique the text refers to as giving yourself a mental pep talk.
- B) Yes, but only if she says it aloud, saying it in her head will only increase anxiety about the speech.

- C) No, if she's so nervous she should be honest with herself; she's in trouble and shouldn't do the speech.
- D) No, an accomplished, confident speaker shouldn't need this kind of pep talk.

Answer: A

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.21. As Mateo finished his speech, he caught sight of his friends Nick and Leanna in the audience, smiling and giving him a thumbs up. This is an example of

- A) audience confidence.
- B) biased opinions.
- C) neutral feedback.
- D) positive listener support.

Answer: D

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.22. Which of the following is an example of positive listener support you can perform?

- A) whispering snide comments about the speaker instead of speaking them loudly
- B) checking your phone only twice during a speech
- C) giving the speaker your full attention
- D) counting the number of times the speaker says "um" to help them improve their speech

Answer: C

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-1.23. Tara was really nervous before her final class speech, but she just kept concentrating on how important she believed her message to be. She felt convinced in her message, and that conviction finally helped her to dispel her nervousness before the presentation. Which tip about

developing confidence in public speaking does this example reflect?

- A) visualize your success
- B) focus on the message rather than on your fear
- C) seek speaking opportunities
- D) know your introduction and conclusion

Answer: B

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.24. Felicia always gets really nervous before speaking in public, so she decided to face her fear and join the public speaking organization Toastmasters. In this example, Felicia has chosen to reduce her speaking anxiety by

- A) knowing her audience.
- B) focusing on her message rather than on her fear.
- C) giving herself a mental pep talk.
- D) seeking speaking opportunities.

Answer: D

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Apply What You Know

2-1.25. Should a speaker view the completion of a speech as a reason to celebrate?

- A) Yes, speaking and having people listen is an accomplishment.
- B) Yes, everyone needs a self-esteem boost.
- C) No, it raises the bar for future speech-success, making it unreachable.
- D) No, it marks the speaker as narcissistic.

Answer: A

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-2 True/False

2-2.1. In one classic survey, respondents said that they were more afraid of public speaking than of death.

Answer: True

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-2.2. Speech anxiety is never beneficial to a speaker.

Answer: False

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-2.3. Anxiety can actually improve your energy level and speech performance.

Answer: True

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-2.4. Only insensitive speakers feel high levels of anxiety, and show the highest heart rates, all the way through their speeches.

Answer: False

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: moderate

Skill: Understand the Concepts

2-2.5. Delaying speech preparation and rehearsal is usually an effective method to reduce speaker anxiety.

Answer: False

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-2.6. You will be less nervous if you speak on a topic with which you have had experience.

Answer: True

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-2.7. When practicing your speech, you should rehearse the speech mentally to yourself; practicing out loud will only make you more nervous.

Answer: False

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-2.8. Visualizing yourself in the room in which the speech will take place and imagining audience applause will only make you more nervous.

Answer: False

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-2.9. If you are anxious about speaking, replacing any negative, anxious thoughts with positive messages will reduce your anxiety.

Answer: True

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-2.10. The more nervous you get when speaking, the more you should seek opportunities to speak.

Answer: True

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-3 Fill-in-the-blank

2-3.1. Research continues to confirm that most people are _____ about giving a speech.

Answer: apprehensive

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-3.2. Personal insecurity, worries about appearance, and an overall fear of failure are all examples of reasons people feel _____.

Answer: anxious about public speaking

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-3.3. According to the text, when giving a speech, you are going to feel _____ than you look.

Answer: more nervous

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-3.4. Speakers who label their increased feelings of physiological arousal as "nervousness" are more likely to feel _____.

Answer: anxious and fearful

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: moderate

Skill: Understand the Concepts

2-3.5. Depending on your viewpoint, the same physiological feelings that can be labeled "nervousness" can also be labeled _____.

Answer: excitement

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: easy

Skill: Remember the Facts

2-3.6. _____ often leads speakers to delay preparing their speeches until the last minute.

Answer: Fear of speaking

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-3.7. Researching a topic, developing a logically coherent outline, and practicing the speech several times are all traits of being _____.

Answer: prepared

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: moderate

Skill: Understand the Concepts

2-3.8. You are likely to feel the most anxious during the _____ of your speech.

Answer: opening moments

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-3.9. If you need to end your speech prematurely, having a well-delivered _____ can permit you to make a graceful exit.

Answer: conclusion

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-3.10. The _____ is an organization dedicated to improving public-speaking skills.

Answer: Toastmasters

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: easy

Skill: Remember the Facts

2-4 Essay

2-4.1. What are some of the primary reasons people feel anxious about public speaking? Which reason resonates most with you and why?

Answer: The personal reasons will vary but answer should include fear of humiliation, concern about not being prepared, worry about their appearance, pressure to perform, personal insecurity, concern that the audience won't be interested in them or the speech, lack of experience, fear of making mistakes, and an overall fear of failure. Also, a study found that men are likely to experience more anxiety than women when speaking to people from a culture different from their own. There is also evidence that being a perfectionist may be linked to increased apprehension. Finally, some people may have inherited a trait or genetic tendency to feel more anxiety than others would in any speechmaking situation.

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: difficult

Skill: Analyze It

2-4.2. Your textbook suggests that anxiety can be useful. Explain this view.

Answer: The heightened state of readiness can actually help someone speak better, especially if they view the public-speaking event positively instead of negatively. Speakers who label their physiological feelings as "enthusiasm" or "excitement" are more likely to benefit from the extra help their brain is trying to provide.

Chapter number: 02

Module number: 2.1

Learning Objective: LO2.1 Explain the reasons for and processes involved in nervousness about public speaking.

Topic: Understand Your Nervousness

Difficulty: difficult

Skill: Analyze It

2-4.3. The text lists several physical exercises and actions a speaker can perform in order to reduce their anxiety. What are these actions and how do they help manage anxiety?

Answer: Low confidence and a pre-speech adrenaline boost can make a speaker nervous. Steps a speaker can take include know your audience and anticipate their reactions; don't procrastinate; select an appropriate topic, one you are familiar with and interested in; be prepared by researching your topic, developing a coherent outline, and practicing your speech several times; be organized and closely follow the rules of developing a speech; know your introduction and conclusion, including knowing how to end your speech; and make the practice real by standing up, practicing out loud, picturing what you are wearing and what the audience will look like, imagine your speaking situation and/or rehearse in the actual room. Physical exercises a speaker can take include taking a few slow, deep breaths; trying to relax the entire body; taking a slow, relaxing walk before you arrive at your speech location; while seated and waiting to speak, keep both feet on the floor and wiggle your toes; gently (and without calling attention to yourself) grab the edge of your chair and squeeze it; unobtrusively lightly tense and release the muscles in your legs and arms; focus on remaining calm as you wait to be introduced; walk to the front of the room in a calm and collected manner; and take a moment to look for a friendly, supportive face before you begin.

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: difficult

Skill: Analyze It

2-4.4. You are scheduled to speak to an alumni group at your college in one hour, the purpose of which is to solicit funding for a new recreation center for current students. Describe typical negative thoughts you may have, and how these may be channeled into positive self-talk.

Answer: Answers will vary, but responses should trend from negative-oriented thoughts to positive-oriented thoughts through self-talk and possibly even actions.

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: difficult

Skill: Analyze It

2-4.5. This chapter explores the nature of speech anxiety. The authors provide several methods that a speaker can use to reduce his or her speech anxiety. List and explain five of these methods, discussing how each can work to reduce fear.

Answer: Explanations will vary, but answers should discuss five of the following methods - Steps a speaker can take include know your audience and anticipate their reactions; don't procrastinate; select an appropriate topic, one you are familiar with and interested in; be prepared by researching your topic, developing a coherent outline, and practicing your speech several times; be organized and closely follow the rules of developing a speech; know your introduction

and conclusion, including knowing how to end your speech; and make the practice real by standing up, practicing out loud, picturing what you are wearing and what the audience will look like, imagine your speaking situation and/or rehearse in the actual room. Physical exercises a speaker can take include taking a few slow, deep breaths; trying to relax the entire body; taking a slow, relaxing walk before you arrive at your speech location; while seated and waiting to speak, keep both feet on the floor and wiggle your toes; gently (and without calling attention to yourself) grab the edge of your chair and squeeze it; unobtrusively lightly tense and release the muscles in your legs and arms; focus on remaining calm as you wait to be introduced; walk to the front of the room in a calm and collected manner; and take a moment to look for a friendly, supportive face before you begin

Chapter number: 02

Module number: 2.2

Learning Objective: LO2.2 Describe effective strategies for building public-speaking confidence.

Topic: How to Build Your Confidence

Difficulty: difficult

Skill: Analyze It