

Test Bank

Chapter 2: The Ethics of Public Speaking

Multiple Choice

2.1. _____ are the standards we use to determine right from wrong, or good from bad, in thought and behavior.

- a. Responsibilities
- b. Standards
- c. Ethics
- d. Laws

Answer: c

Chapter: 02

Module: 2.1

Learning Objective: LO 2.1 Define ethics.

Topic: Definition of Ethics

Level: Easy

Skill: Remember the Facts

2.2. Which of the following statements represents an ethical decision?

- a. I will wear blue today.
- b. I cannot decide between a burger or a salad for lunch.
- c. It looks like rain, I think I will bring an umbrella.
- d. I will not support the government's choice on that bill.

Answer: d

Chapter: 02

Module: 2.1

Learning Objective: LO 2.1 Define ethics.

Topic: Definition of Ethics

Level: Moderate

Skill: Apply What You Know

2.3. According to Donald Smith, communication is an ethically _____ instrument.

- a. neutral
- b. positive
- c. negative
- d. unknown

Answer: a

Chapter: 02

Module: 2.2

Learning Objective: LO 2.2 Describe how ethical principles should guide your actions as a speaker and a listener.

Topic: Principles of Ethics

Level: Easy

Skill: Remember the Facts

2.4. Which of the following is true regarding ethics and public speaking?

- a. Only the speaker has ethical responsibilities.
- b. The speaker should choose only neutral topics.
- c. The listener accepts all ethical responsibilities.
- d. Both speakers and listeners have ethical responsibilities.

Answer: d

Chapter: 02

Module: 2.2

Learning Objective: LO 2.2 Describe how ethical principles should guide your actions as a speaker and a listener.

Topic: Principles of Ethics

Level: Easy

Skill: Remember the Facts

2.5. When must ethical speakers and listeners use ethical standards to guide their actions for a speech?

- a. after a speech has ended
- b. before, during, and after a speech
- c. before learning the skills detailed in the text
- d. when a topic is controversial

Answer: b

Chapter: 02

Module: 2.2

Learning Objective: LO 2.2 Describe how ethical principles should guide your actions as a speaker and a listener.

Topic: Principles of Ethics

Level: Moderate

Skill: Understand the Concepts

2.6. A speaker discusses the four basic food groups model adopted by the Department of Agriculture in 1956 without mentioning the five-groups pyramid model adopted in 1992. This speaker has violated the ethical responsibility to _____.

- a. speak up about a topic the speaker considers important
- b. choose topics that promote positive ethical values

- c. use truthful, accurate supporting materials
- d. let the audience know of his/her motives for speaking

Answer: c

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Apply What You Know

2.7. Kelly owns Cook 'n Cork, a store where customers attend cooking classes and then dine with the other students in the class. Last week's class was on making soufflés. Unfortunately, Kelly forgot to give instructions during one step, and four students received scalding burns. While it was not intentional, which ethical speaking guideline should Kelly have remembered here?

- a. speak to persuade your listeners
- b. choose topics that promote positive ethical values
- c. consider the consequences of your words and actions
- d. use valid reasoning

Answer: c

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Apply What You Know

2.8. Since both speakers and listeners should benefit from participation in speaking, they are participating in a(n) _____ relationship.

- a. adversarial
- b. reactionary
- c. linear
- d. transactional

Answer: d

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Understand the Concepts

2.9. Based on the guidelines in the text, which of the following individuals is an unethical speaker?

- a. a nurse who gives a speech on issues related to patient care
- b. an animal lover who gives a speech on the importance of having cats spayed and neutered
- c. a speaker who uses up-to-date studies as supporting evidence
- d. an accountant who gives a speech on how to take advantage of loopholes in the tax law

Answer: d

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Apply What You Know

2.10. Marcus gives a speech on “How to Network Post-College” because he truly believes networking is the key skill for new graduates in obtaining employment. Which guideline for ethical speaking is Marcus best following?

- a. strive to improve your public speaking
- b. seek exposure to well-informed speakers
- c. choose topics that promote positive ethical values
- d. speak up about topics you consider important

Answer: d

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Apply What You Know

2.11. After a successful course in public speaking, Belinda seeks out new opportunities to share information about combatting sexual harassment in the workplace. She is following which guideline for ethical speakers?

- a. strive to improve your public speaking
- b. use valid reasoning
- c. think about the consequences of your words
- d. speak up about topics you consider important

Answer: d

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Apply What You Know

2.12. The idiom “buyer beware” relates to which ethical listening guideline?

- a. seek exposure to well-informed speakers
- b. avoid prejudging speakers or their ideas
- c. evaluate the logic and credibility of the speaker’s ideas
- d. beware the consequences of not listening carefully

Answer: c

Chapter: 02

Module: 2.4

Learning Objective: LO 2.4 Apply the four common ethical listening guidelines.

Topic: Ethical Listening

Level: Moderate

Skill: Understand the Concepts

2.13. Jamie is asked to attend a controversial speech on a topic she does not support. As the speaker is a well-known expert, Jamie decides to attend anyway. Jamie is following the guidelines for _____.

- a. prejudging speakers
- b. ethical listening
- c. benefitting listeners
- d. ethical speaking

Answer: b

Chapter: 02

Module: 2.4

Learning Objective: LO 2.4 Apply the four common ethical listening guidelines.

Topic: Ethical Listening

Level: Moderate

Skill: Apply What You Know

2.14. Although the assigned speaker was convicted of a major felony, Tyler plans to withhold evaluation until the speaker has finished her message. He is following which ethical listening guideline?

- a. seek exposure to well-informed speakers
- b. speak to the benefit of your listeners
- c. evaluate the logic and credibility of the speaker’s ideas
- d. beware the consequences of not listening carefully

Answer: c

Chapter: 02

Module: 2.4

Learning Objective: LO 2.4 Apply the four common ethical listening guidelines.

Topic: Ethical Listening
Level: Moderate
Skill: Apply What You Know

2.15. Francisco listens to a speech eagerly and attentively, and accepts everything the speaker says without question. Which ethical listening guideline is Francisco violating?

- a. seek exposure to well-informed speakers
- b. avoid prejudging speakers or their ideas
- c. evaluate the logic and credibility of the speaker's ideas
- d. beware the consequences of not listening carefully

Answer: c

Chapter: 02

Module: 2.4

Learning Objective: LO 2.4 Apply the four common ethical listening guidelines.

Topic: Ethical Listening

Level: Moderate

Skill: Apply What You Know

2.16. Rather than give her full attention to the speaker, Mollie responded to the text messages on her phone and made an appointment for a pedicure on her salon's website. Mollie lacks _____ in her listening skills.

- a. rationality
- b. civility
- c. complacency
- d. bias

Answer: b

Chapter: 02

Module: 2.5

Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.

Topic: Civility in the Classroom

Level: Moderate

Skill: Apply What You Know

2.17. What is a characteristic of a person who is listening with civility?

- a. accepting everything that a speaker has to say
- b. telling the speaker all that he or she can improve on
- c. providing the speaker with constructive feedback
- d. eating your snack quietly so you don't disturb anyone

Answer: c

Chapter: 02

Module: 2.5

Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.

Topic: Civility in the Classroom

Level: Moderate

Skill: Understand the Concepts

2.18. Speaking with civility includes _____.

- a. not prejudging speakers or their ideas
- b. avoiding challenging topics
- c. having good motives
- d. agreeing with feedback provided

Answer: c

Chapter: 02

Module: 2.5

Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.

Topic: Civility in the Classroom

Level: Easy

Skill: Remember the Facts

2.19. According to the text, the glue that holds us together and allows us as citizens of a representative democracy to dialogue with each other is _____.

- a. listening
- b. civility
- c. criticism
- d. community

Answer: b

Chapter: 02

Module: 2.5

Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.

Topic: Civility in the Classroom

Level: Easy

Skill: Remember the Facts

2.20. Which of the following people would the text say is acting ethically?

- a. a student who delivers a classroom speech that her roommate researched and developed two semesters ago
- b. a student who buys a research paper, complete with a list of sources used from a research service, and submits it as his own work
- c. a student who purchases transcripts of televised news programs, quotes from them, and cites these sources in her speech

d. a person who presents a speech found on a website because the material was never delivered in front of an audience

Answer: c

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Moderate

Skill: Understand the Concepts

2.21. Celine decides to use the speech she wrote for her political science class for her next speech in her public speaking class since she had written the speech and not taken it from another source. Celine is participating in _____ plagiarism.

- a. intentional
- b. incremental
- c. unintentional
- d. patchwork

Answer: a

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Moderate

Skill: Apply What You Know

2.22. _____ is plagiarism consisting of half original writing and half quotation from an unattributed source.

- a. Paraplage
- b. Incremental plagiarism
- c. Slander
- d. Global plagiarism

Answer: a

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.23. What provision of U.S. copyright law allows noncommercial use of copyrighted material for educational purposes?

- a. the lemon test
- b. fair use
- c. Miranda rights
- d. sundown clause

Answer: b

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.24. Muriel forgot that she had to prepare a speech for her next class. She searched the Internet and found an entire speech on her topic and printed it out to use for her class. What type of plagiarism does this represent?

- a. patchwork
- b. fair use
- c. global
- d. unintentional

Answer: c

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Moderate

Skill: Apply What You Know

2.25. Rather than use the exact wording he found in the reference book, Stefan used different wording to describe what he learned and used this for his presentation. What technique is Stefan using?

- a. paraplage
- b. patchworking
- c. plagiarism
- d. paraphrasing

Answer: d

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Moderate

Skill: Apply What You Know

True/False

2.26. When we talk about ethics, we are referring to the standards we use to determine right from wrong, or good from bad, in both thought and behavior.

Answer: True

Chapter: 02

Module: 2.1

Learning Objective: LO 2.1 Define ethics.

Topic: Definition of Ethics

Level: Easy

Skill: Remember the Facts

2.27. Ethical public speakers communicate in order to benefit their listeners.

Answer: True

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Easy

Skill: Remember the Facts

2.28. Ethical speakers are not concerned with the consequences of their actions.

Answer: False

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Understand the Concepts

2.29. As a listener, you should avoid prejudging speakers or their ideas.

Answer: True

Chapter: 02

Module: 2.4

Learning Objective: LO 2.4 Apply the four common ethical listening guidelines.

Topic: Ethical Listening

Level: Easy
Skill: Remember the Facts

2.30. An ethical listener is not concerned with the logic of the message.

Answer: False

Chapter: 02
Module: 2.4
Learning Objective: LO 2.4 Apply the four common ethical listening guidelines.
Topic: Ethical Listening
Level: Easy
Skill: Remember the Facts

2.31. “Having good motives” means that the speaker uses a speech to promote his or her personal passions.

Answer: False

Chapter: 02
Module: 2.5
Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.
Topic: Civility in the Classroom
Level: Easy
Skill: Remember the Facts

2.32. Civility refers to the communication behaviors that reflect respect for others and foster harmonious and productive relationships.

Answer: True

Chapter: 02
Module: 2.5
Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.
Topic: Civility in the Classroom
Level: Easy
Skill: Remember the Facts

2.33. Civility is sometimes equated with courtesy and etiquette.

Answer: True

Chapter: 02
Module: 2.5
Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.
Topic: Civility in the Classroom
Level: Easy
Skill: Remember the Facts

2.34. Plagiarism can be unintentional.

Answer: True

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.35. The ability to paraphrase effectively tests your critical thinking skills.

Answer: True

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Moderate

Skill: Understand the Concepts

Fill-in-the-Blank

2.36. Standards used to discriminate between right and wrong, good and bad, in thought and action are known as _____.

Answer: ethics

Chapter: 02

Module: 2.1

Learning Objective: LO 2.1 Define ethics.

Topic: Definition of Ethics

Level: Easy

Skill: Remember the Facts

2.37. One of the responsibilities of an ethical speaker is to speak up about topics you consider _____.

Answer: important

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Easy

Skill: Remember the Facts

2.38. Ethical _____ seek out speakers who expand their knowledge and understanding, introduce them to new ideas, and challenge their beliefs.

Answer: listeners

Chapter: 02

Module: 2.4

Learning Objective: LO 2.4 Apply the four common ethical listening guidelines.

Topic: Ethical Listening

Level: Easy

Skill: Remember the Facts

2.39. _____ is a “set of verbal and nonverbal behaviors reflecting fundamental respect for others and generating harmonious and productive relationships.”

Answer: Civility

Chapter: 02

Module: 2.5

Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.

Topic: Civility in the Classroom

Level: Easy

Skill: Remember the Facts

2.40. _____ is the unattributed use of another's ideas, words, or pattern of organization.

Answer: Plagiarism

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.41. The deliberate, unattributed use of another’s ideas, words, or pattern of organization is considered _____ plagiarism.

Answer: intentional

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.42. _____ is the section of U.S. copyright law allowing limited noncommercial use of copyrighted materials for teaching, criticism, scholarship, research, or commentary.

Answer: Fair use provision

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.43. Section 107 of U.S. copyright law places restrictions on uses of _____ materials.

Answer: copyrighted

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.44. To avoid plagiarizing, take clear and consistent _____ while researching.

Answer: notes

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

2.45. When you use your own words and thought structure for information found in a source, you are _____ the information.

Answer: paraphrasing

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Easy

Skill: Remember the Facts

Essay

2.46. Write a brief essay explaining the guidelines for an ethical speaker.

Answer: There are six guidelines a speaker should adhere to in order to practice ethical speaking. The first is to speak to benefit your listeners. Since both speakers and listeners participate in this process, both of them should benefit from the process. Ethical speakers would never deceive their audience, but would always be up front about the intention of their speech. The second guideline is to speak up about topics you consider important. You might need to educate your listeners about a topic you feel is important and will also affect them. The third guideline is to choose topics that promote positive ethical values. Just because a speaker informs the audience about something does not mean the topic is ethical. When this occurs, the speaker is being disrespectful to themselves and their audience. The fourth guideline is to use truthful supporting materials and valid reasoning. An ethical speaker would not use false information or faulty reasoning. The fifth guideline is to consider the consequence of your words and actions. It is difficult to predict the impact of your message. Incorrect information may have unintended consequences. The final guideline is to strive to improve your public speaking. An ethical speaker cares about what they are saying and how they are saying it.

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Understand the Concepts

2.47. Briefly discuss the context and implications of the following statement: “Ethical speakers concern themselves with the consequences of their speaking.”

Answer: Ethical speakers concern themselves with the consequences of their speaking. Ethical speakers respect the power of language and the process of communication. It is difficult to track, let alone to predict, the impact of any one message. Your audience interprets your statements and may communicate them to others. Individuals may form opinions and behave differently because of what you say or fail to say. Incorrect information and misinterpretations may have unintended and potentially harmful consequences. If you persuade someone to act, you are partly responsible for the impact of that person’s action.

Chapter: 02

Module: 2.3

Learning Objective: LO 2.3 Apply the six common ethical speaking guidelines.

Topic: Ethical Speaking

Level: Moderate

Skill: Understand the Concepts

2.48. Identify each element of “listening with civility” and provide an example for each on how you will listen with civility during the next classroom speech.

Answer: (Student examples will vary.) There are four elements associated with “listening with civility.” (1) Give speakers your full attention. A student who decides to check Facebook during a class lecture is not listening with civility. (2) Expect to learn something. If you walk into a lecture with the assumption that you already disagree with what the speaker is going to say, then you are not using this element. Don’t prejudge speakers or their ideas. (3) Evaluate the merits of the speaker’s ideas and supporting materials. As a listener, it is your job to be responsible with how you use the information you receive from a speaker. (4) Provide the speaker constructive feedback. You can contribute to helping the speaker learn by pointing out what you liked and learned from the speech and also what you would consider changing.

Chapter: 02

Module: 2.5

Learning Objective: LO 2.5 Apply the principles of civility to your behavior in the classroom.

Topic: Civility in the Classroom

Level: Moderate

Skill: Apply What You Know

2.49. Discuss the ways in which plagiarism can be intentional or unintentional.

Answer: Examples will vary, but should relate to the following: intentional plagiarism occurs when speakers or writers knowingly present another person's words, ideas, or organization as their own.

Unintentional plagiarism is "the careless paraphrasing and citing of source material such that improper or misleading credit is given." Intentional plagiarism is considered the more serious offense.

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Moderate

Skill: Understand the Concepts

2.50. Suppose your university is revising its student handbook and has asked you to write a section on "Plagiarism and Public Speaking." Draft a statement that would help students understand what plagiarism is and how it can be avoided.

Answer: Plagiarism is the unattributed use of another's ideas, words, or pattern of organization. When you use another person's words as your own, you are assuming false ownership. On most university campuses, plagiarism is grounds for failing the course or dismissal from the school. Plagiarism not only applies to the use of another person's words, it also applies to the use of ideas and organization of material. A speaker must always credit the source of all ideas. There are several types of plagiarism. (1) Intentional: the deliberate use of another's ideas, words, or pattern of organization. (2) Unintentional: the careless or unconscious unattributed use of another's ideas, words, or pattern of organization. (3) Global plagiarism: when someone presents an entire speech that was created by someone else, as their own. (4) Patchwork plagiarism: when someone uses parts of another speech as their own. (5) Incremental plagiarism: when someone fails to cite sources. The best way to avoid any form of plagiarism is to always use your own words and organization when preparing a speech.

Chapter: 02

Module: 2.6

Learning Objective: LO 2.6 Conduct secondary research in accordance with antiplagiarism and fair use principles.

Topic: Plagiarism and Copyright Law

Level: Moderate

Skill: Apply What You Know