

## REVIEW FOR FINAL EXAM

The following will be used to make up the final. The final will consist of 25 questions (*multiple choice, true/false, brief fill-ins - worth 2 points each*).

Extemporaneous speech - A speaker delivers a speech from brief notes (sometimes on index cards)/outline (poor word choice is a disadvantage).

Manuscript speech - Type of speech delivery where the entire speech is written out in advance. A drawback to this type of speech delivery can be a presenter simply "reading" their speech to an audience

Memorized speech A disadvantage of this type of speech delivery is that there may be absolutely no flexibility to adapt to specific situations which can arise during an actual speech presentation speech anxiety (sources of/controlling - Don't Tell your audience you're "nervous")

Delivery (especially eye contact – easiest way to engage an audience)

informative speech – Generally concentrates on *explaining* - telling what something means, how something works, or how to do something

Definition - concentrates on "explaining" - telling what something means, how something works, or how to do something

Persuasive speeches: *Speech to convince* - argues a controversial position. Speaker must assume that at least some of the audience will be opposed to the thesis. Audience response sought is not overt action but the developing, changing, or strengthening of an attitude; *Speech to actuate* - tries to motivate the audience to perform some particular action - audience usually already agrees the action should be taken but lacks sufficient motivation to perform. Job of speaker is to find the personal value of choosing to perform the action; *Speech to stimulate* - heightens, or emotionalizes an existent belief or action. Makes people believe more fervently and/or to perform with greater devotion

Extended narrative (speech to entertain; telling of a story)

Outline/speech structure (introduction/body/conclusion)/speech guidelines (*handout*)

Audience analysis (demographic variables – age, gender, ethnicity, education, etc.; audience adaptation – Translate complex issues to lay-person understanding if necessary)

Use of visual aids (don't use to supersede "speech" component)

Maslow's Hierarchy of Needs model (useful for persuasive speaking)

Hypothetical examples (use examples that are "made up" to illustrate a point)

Testimony (using another person's statements or actions to support a claim)

Anecdote (a short story based on personal or another's experiences)

Rhetorical questions (questions audience members mentally rather than "overtly" answer)

Overt questions (and responses) (a physical/verbal response is asked for from audience)

Main points - The key ideas that support the thesis statement of a speech (presented in body)

Transitions (signposts, spotlights - leading from one point to another; telling your audience where you have been and where you are going)

Credibility - A speaker who is perceived as an expert on his/her subject matter

FINAL TIMES:

SPC 2608 MWF 11:15am class – Monday April 30<sup>th</sup> 10:00am-12:00pm

SPC 2608 TR 9:30am class – Thursday May 3<sup>th</sup> 10:00am-12:00pm

SPC 2608 MWF 10:10am class – Friday May 4<sup>th</sup> 10:00am-12:00pm