

Midterm Study Sheet
Public Speaking 108
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This review sheet has been prepared for you to help you study for your upcoming Public Speaking Midterm. **Your midterm will be given online on November 3, 2020.** You will have 30 questions to answer. All of the questions will be based on this review sheet and the knowledge that you have gained through listening to the lectures and videos.

Important vocabulary to study:

- 1- **Encoding** – The process of putting your thoughts into a form that your audience will understand.
- 2- **Decoding** - The process of understanding what is being said.
- 3- **Frame of reference**- Using your experience or background to help you understand what is being said.
- 4- **Plagiarism**- Using ideas and words without giving credit for their source (giving credit for where they came from).
- 5- **Informative speeches**- Type of speech that causes the listener to understand an idea or explain a group of facts.
- 6- **Persuasive speeches** – Type of speech that influences the opinions or choices of the listeners and makes them agree with the speaker’s opinions.
- 7- **Special Occasion speeches**- A speech that is given at a celebration of a special occasion such as a wedding or graduation.
- 8- **Rough draft outline**- An outline that is used to start your research and organize your ideas.
- 9- **Preparation outline**- An outline that contains a thesis statement, supporting fact ideas and a conclusion. This is used to help you write your final speech.

10- Supporting details- Ideas that are used to make your main idea clearer.

11-Comparison- When a speaker takes two ideas and presents which details are the same and which are different.

12-Chronological pattern- When you arrange your speech in a step-by-step order or by dates.

13-Casual pattern- When your main points are presented in a cause-and-effect pattern. For example, If it rains too had and we do not clean the storm drains, there will be flooding).

14-Claim or Reason pattern- The speaker uses his main points as the reason for believing what he thinks.

15-Credibility- Making people believe in what you are saying.

16-Thesis Statement- This statement is the most important part of your speech. It includes information on the topics that you will speak about and gives a preview of your speech.

17-Pitch- The highness and lowness of your voice.

18-Volume- The loudness or softness of your voice.

19-Vivid Language- Using words that help the listener make pictures in their minds.

20-Alliteration- The repetition of sounds from letters that are used (usually the first letter), to make a dramatic effect. Ex. Serious studying with result in strong grades and in success.

What are the stages of listening?

- 1- **Receive**- Hearing what is important
- 2- **Interpret**- Understanding what has been said
- 3- **Interpret**- Assign meaning to what you see, hear and feel
- 4- **Evaluate**- Deciding if the speaker is credible
- 5- **Respond**- How the audience reacts to the speech
- 6- **Remember**- What information the audience can recall
- 7- **Attitude**- A feeling of approval or disapproval about what is being said
- 8- **Brainstorming**- Thinking about topics and ideas before you begin to put your speech together

4 Types of Audiences

- 1- **Friendly**- These listeners are looking forward to your speech.
- 2- **Neutral**- This audience is objective (open), to new ideas.
- 3- **Uninterested**- This audience probably doesn't want to be there and are bored.
- 4- **Hostile**- This audience does not share the speaker's thoughts and ideas. And many times, will not like what they hear.