

Yohana Kitchen

Public Speaking

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Homework 2

Chapter 7

1. The reason why is to keep it organized for a better deliverance and audience understanding.
2. Subpoints elaborate on a main point with full sentences. Supporting material, evidence gathered through primary and secondary research to develop subpoint. Listener relevance link, statement alerts listeners, main point is important to them. Transitions, words, phrases, or sentences that show the relationship between two ideas are also important. Not forgetting section transitions, bridge major parts of the speech. Finally, the signposts. It helps connect supporting material to main or subpoint they address.
3. I would separate subpoints – elaborate on a main point and I would also use supporting material – evidence gathered through primary and secondary research to develop subpoint and lastly use the listener relevance link – statement alerts listeners my main point is important to them
4. Transitions enable the flow of a speech. A speech with no transition seems often choppy and can even seem unorganized. Using them are extremely important and allows your audience to follow a presentation. It leads one idea from the other in an organized manner.
5. Formal Speech Outline is a sentence representation of the hierarchical and sequential relationships among the ideas presented in the speech.

Chapter 8

1. The introduction achieves four primary goals: Get attention, Convey listener relevance Establish speaker credibility, Identify the thesis statement.
2. The Conclusion should Summarize goal and main points, Clinch, Vivid imagery, appeals to action, Selecting the best conclusion, create 2-3 conclusions, then choose the best for short speeches, and 1-3 sentence conclusions.
3. Listing sources, writing a title, Simple statement of subject, Question, Creative title Reviewing the Outline, Standard set of symbols, and Main and major subpoints in complete sentences. Main subpoints contain a single idea, each major subpoint relates to or supports its major point and All subpoint elaborations indicated.

Chapter 11

1. Delivery refers to how a message is communicated nonverbally through the use of voice and body. The characteristics are Nonverbal, Communication including all speech elements other than the actual words themselves. Conversational, talking with the audience and not performing in front of them or reading to them spontaneity. The ability to sound natural learn the ideas of your speech rather than trying to memorize every word is very important. Dynamics and an animated tone give the right.
2. We use our voice effectively in a speech by making sure the goal of being understood is being met. For example, speak at the appropriate pitch, speak at the appropriate volume, speak at the appropriate rate, Articulation, Pronunciation and Accent we need to pay attention to make sure is accurate.
3. We use our body effectively in public speaking is paying close attention to a few factors. Such as Appearance, the way you look to others Consider the audience and occasion Consider your topic and purpose, avoid extremes, posture, poise, eye contact, audience contact, facial expressions, gestures, and intentional movements. Keeping those in mind makes a huge difference in the deliverance.
4. The different speech methods are Impromptu speech, Scripted Speeches, and Extemporaneous. Impromptu speech - one that is delivered with only seconds or minutes of advance notice for preparation. Scripted Speeches - prepared by creating a complete written manuscript and delivered by reading from or memorizing a written copy. Extemporaneous - researched and planned ahead of time, but the exact wording is not scripted and will vary somewhat from presentation to presentation.
5. The speech rehearsal should have Speaking Notes – key-word outline, beginning by reducing your speech outline to an abbreviated outline of key words and phrases. The speaker should add specific examples, quotations, or statistics in appropriate places and Indicate where presentational aids will be shared and Add delivery cues. Carefully plan when to use the presentational aids, consider audience needs carefully, Positional presentational aids and equipment before beginning of the speaker's speech and finally Share presentational aid only when talking about it. Practice Rounds is extremely important not to forget. Each practice round should consist of: Practicing aloud, Analyzing and making adjustments, practicing aloud again, First Practice, Record, read through, make practice similar to speech situation, write down the time, begin speaking and don't stop, and write down finishing time. Analysis - watch and listen to your recorded performance. The second Practice should be a repeat the six steps. Additional practice rounds should consist of put the speech away for a while, then practice after a night's sleep.

6. When adapting for a speech we should, be aware of and respond to audience feedback, be prepared to use alternative developmental material, correct yourself when you misspeak, adapt to unexpected events, and finally adapt to unexpected audience reactions and handle questions respectfully.
7. We should always be prepared no matter what audience we are speaking and when reaching multiple audiences. we should adapt your speech to account for unintended audiences, choose presentational aids carefully, become proficient in technology, and finally employ the fundamentals of effective public speaking.

Chapter 12

1. An informative speaker's goal is to achieve mutual understanding about an object, person, place, process, event, idea, concept, or issue. The characteristics are Intellectually, stimulating – information is new and piques audience curiosity, Relevant – listener relevance links, Creative – innovative ideas, Productive thinking, rethink a topic, issue, or problem from many perspectives, make your thought visible by sketching drawings, diagrams, and graphs. Setting regular goals to actually produce something, Combine and recombine ideas, images, and thoughts in different ways. Making it memorable – emphasize your specific goal, main points, and key facts, Diverse Learning Styles, provide concrete, vivid images, examples, stories, and testimonials. Facial expressions and gestures, Definitions, explanations, and statistics, and have audience members do something.
2. The methods should be Description. It is a well-known method to create an accurate, vivid, verbal picture of an object, geographic feature, setting, event, person or image (easier with a presentational aid) Size, Shape, Weight, Color, Composition, Age, condition and spatial organization. Using the Definition method while plaining the meaning of something, defining a word or idea by classifying it with similar words or ideas, defining a word by explaining its derivation or history, defining a word by explaining its function and finally using a synonym or antonym. Comparison and Contrast is another great method because it focuses on how something is similar or different from other things. Narration is an amazing method that recounts an autobiographical or biographical event, myth, or another story. Finally, Demonstration is also a great method that shows how something is done, displays the stages of a process, or depicts how something works.

3. I think the way we prepare for an informative speech using the description method, the defining method, comparing and contrasts, narration and demonstration. Using those methods would make the informative speech well organized and successful.
4. The goal of an expository speech is to provide carefully researched in-depth knowledge about a complex topic, require that speakers draw from an extensive research base. Choose an organizational pattern best suited to the topic and goal. Use a variety of informative methods to sustain audience attention aid in understanding. It may be political, economic, social religious, ethical issues, historical events, theory, law, or creative work

Chapter 14

1. If we do not consider the audience then how the would we persuade it?
2. Using propositions of value and of policies.
3. Problem-solution – explains the nature of a problem and proposes a solution. Problem-cause-solution – reveals the causes of the problem and then proposes a solution designed to alleviate those causes. Motivated sequence – combines problem-solution with explicit appeals designed to motivate the audience to act.
4. Advocate the genuine beliefs of the speaker, provide choice, use representative supporting information, use emotional appeals conscientiously and Honestly present the speaker's credibility.

Chapter 15

1. Address that greets and expresses pleasure for the presence of a person, group, or an organization, we must be familiar with the group that you are representing and the occasion, you may need to do some research so you can accurately describe the group, the circumstances, and the occasion to the person or people you are welcoming. Because if it is too long it takes away the focus and enthusiasm for what is to come next.
2. The goal is to highlight the qualities that make this person the most credible candidate. Clarifying the importance of the position. Listing the candidate's personal and professional qualifications. Formally place the candidate's name in nomination.
3. A speech of recognition usually happens when someone acknowledges someone and usually presents an award, a prize, or a gift to the individual or a representative of a group.

4. A speech of acceptance acknowledges receipt of an honor or award Briefly thank the person or group bestowing the honor, acknowledge the competition, express feelings about receiving the award, and thank those who contributed to your success.
5. A speech of tribute praises or celebrates a person, a group, or an event. Toasts – pay tribute to the occasion or to a person. Roasts – events where family and friends share short speeches in honor of one person and guests may offer good-natured insults or anecdotes. Eulogy – a ceremonial speech of tribute at a funeral or memorial service that praises someone’s life and accomplishments
6. The other types of ceremonial speeches are Commencement address – tribute praising graduating students and inspiring them to reach for their goals

Commemorative address – tribute that celebrates national holidays or anniversaries of important events

Keynote address – both sets the tone and generates enthusiasm for the topic of a conference or convention

Dedication – honors a worthy person or group by naming a structure such as a building, monument, or park after the honoree

Farewell – speech of tribute honoring someone who is leaving an organization

Speech to entertain – a humorous speech that makes a serious point