

Chapter 2 (Form A)

Name _____

True or False If the statement is true , circle T; if false , circle F.

- T F 1. Most of your nervous symptoms are not seen by your audience.
- T F 2. In filling your mind with images before a speech, you should picture yourself speaking with confidence, poise, and completely without nervousness.
- T F 3. Gesturing or walking around a bit during your speech helps siphon off excessive nervous energy.
- T F 4. In preparation for a speech, a person should read over his or her notes rather than actually rehearse the speech.
- T F 5. A good speaker tries very hard to eliminate all fear and nervousness.
- T F 6. If your hands tremble or you show some other sign of nervousness, you should apologize to your audience or try to make a joke out of your problem.
- T F 7. If you see people whispering during your speech, you should assume that they are exchanging negative comments about you or your speech.
- T F 8. A shy person's shyness will block that person from giving a good, dynamic speech.
- T F 9. Memorizing a speech is a bad technique for handling nervousness.
- T F 10. If you feel yourself approaching panic (your heart is beating furiously and so on), you should leave the room or ask to be excused from speaking.

Chapter 2 (Form B)

Name _____

Multiple-Choice Questions Each question has only one correct answer.

- ___ 1. Feeling awkward, uneasy or apprehensive in public because of your genetic makeup or temperament is called (a) genetic vulnerability, (b) social anxiety, (c) public humiliation, (d) sensitive temperament
- ___ 2. According to the text, shyness (a) is a personal defect, (b) is a barrier to effective public speaking, (c) can be eliminated by psychotherapy, (d) is a characteristic of some successful people in show business
- ___ 3. According to the text, “locking” your eyes with a listener’s eyes (a) intensifies your anxiety, (b) makes the listener uneasy, (c) demonstrates that you have no fear, (d) helps to calm you
- ___ 4. Public speakers should regard their task as (a) communication only, (b) performance only, (c) both communication and performance, (d) communication, performance, and duty
- ___ 5. When practicing your speech, devote extra time to (a) the introduction, (b) the body, (c) the conclusion, (d) the question-and-answer period
- ___ 6. Acting as if you are poised and confident (a) is a pretense that the audience will immediately see through, (b) sometimes leads to actually becoming poised and confident, (c) will make you even more nervous than before
- ___ 7. If, during a speech, your mind goes blank and you forget where you are in the speech, the text recommends that you (a) apologize and sit down, (b) start over from the beginning, (c) make a joke about your predicament, (d) ask the audience, “Where was I?”
- ___ 8. Which of the following does the text recommend as a way to release tension? (a) inhale and exhale slowly, (b) mentally prepare for a panic attack, (c) make a joke about your nervousness, (d) arrive precisely one minute before your speech
- ___ 9. According to the text, a sudden bolt of panic can hit speakers who (a) overprepare, (b) initially feel no fear, (c) dislike the audience, (d) have poor self-esteem
- ___ 10. The term used by the text for visualizing successful actions is (a) creative imagination, (b) positive imagery, (c) success orientation, (d) power visualization

Chapter 2 (Form C)

Name _____

Multiple-Choice Questions Each question has only one correct answer.

- ___ 1. Switching your thoughts from "I'm going to fail" to "I will give the audience some good information" is a technique known as changing your (a) opinion, (b) perception, (c) self-talk, (d) outlook
- ___ 2. If you flub a sentence or mangle an idea during a speech, you should (a) stop and apologize for your blunder, (b) pause and correct yourself without apologizing, (c) apologize and sit down immediately, (d) make a joke about hating speechmaking
- ___ 3. The greatest amount of anxiety in a speech is usually experienced in the (a) introduction, (b) body, (c) conclusion, (d) question-and-answer period
- ___ 4. To avoid memory lapses during a speech, (a) memorize basic facts before the speech, (b) prepare a word-for-word script, (c) prepare a card with key information on it, (d) learn to eliminate nervousness
- ___ 5. A public speaker who tries to eliminate all fear is pursuing a goal that is (a) desirable, (b) impossible, (c) unimportant, (d) undesirable
- ___ 6. To gain rapport with their audiences, some comedians (a) pretend to have stage fright, (b) deliberately make mistakes, (c) go out into the audience to shake hands, (d) playfully "insult" some listeners
- ___ 7. Striving for perfection (a) helps you to achieve almost total perfection, (b) is a necessary mental ploy to achieve success, (c) is the best way to develop a positive outlook, (d) places unnecessary pressure on yourself
- ___ 8. The text says that worrying about yourself and your image in a speech is a kind of (a) motivation, (b) vanity, (c) self-defense, (d) awareness
- ___ 9. The term used by the text to describe "a zesty, enthusiastic, lively feeling with a slight edge to it" is (a) positive nervousness, (b) focused enthusiasm, (c) managed anxiety, (d) heightened sensitivity
- ___ 10. Which of the following was mentioned in the text as a way to manage nervousness? (a) arrive just a few moments before your speech, (b) act as if you are already poised and confident, (c) encourage listeners to ask questions throughout the speech, (d) look at a fixed point on the wall in the back of the room

Chapter 2 (Form D)

Name _____

Fill in the missing words or phrases.

1. Fear of public speaking can be caused by a _____ event in your past.
2. Pretending to be confident can sometimes cause you to become a _____ speaker.
3. Of all parts of the speech, you should devote extra practice time to _____.
4. The text cites an old saying, "Speakers who say they are as cool as a cucumber usually give speeches about as interesting as a _____."
5. According to the text, the very best precaution against excessive stage fright is _____.
6. Positive _____ is a technique used by golfers as well as public speakers to visualize success.
7. Speakers can manage nervousness and enhance their speeches if they think of speechmaking as communication, rather than as _____.
8. Concerning most speakers, the audience is _____ of their physical symptoms such as pounding heart and trembling knees.
9. Some comedians deliberately plan _____ as a technique for gaining rapport with an audience.
10. Making a joking, lighthearted comment about your nervousness is a _____ technique for a speaker to use.