

Chapter 11

True-False Questions

1. T F The visual framework of a preparation outline shows the relationships among the speaker's ideas.
2. T F The preparation outline should be drawn up before a speaker begins research for a speech.
3. T F You should include your specific purpose statement with your preparation outline.
4. T F Including the specific purpose with your preparation outline makes it easier to assess how well you have constructed the speech to accomplish your purpose.
5. T F In a preparation outline, the specific purpose is usually stated before the introduction.
6. T F In a preparation outline, the specific purpose is usually stated as part of the introduction.
7. T F In a preparation outline, the specific purpose and central idea are identified by Roman numerals.
8. T F According to your textbook, the introduction, body, and conclusion should all be labeled in a speech preparation outline.
9. T F When making a preparation outline, you should state your main points and subpoints in full sentences to ensure that you develop your ideas fully.
10. T F When making an outline, you should place the main points farthest to the left and less important ideas progressively farther to the right.
11. T F In the most common system of outlining, main points are identified by Roman numerals and subpoints by capital letters.
12. T F In the most common system of outlining, main points are identified by capital letters.
13. T F Stating main points in a word or two is usually sufficient for a preparation outline.
14. T F A preparation outline should include transitions and internal summaries.

15. T F According to your textbook, transitions and other connectives should be identified with Roman numerals on a speech preparation outline.
16. T F According to your textbook, connectives are given symbols and indentation like the other parts of the speech preparation outline.
17. T F A preparation outline should include your bibliography.
18. T F It is seldom necessary to include a formal bibliography in the preparation outline for a classroom speech.
19. T F According to your textbook, the two major bibliographic formats are those developed by the Modern Language Association (MLA) and the American Psychological Association (APA).
20. T F “Dogs” would be an appropriate title for a speech to inform an audience about the major breeds of show dogs.
21. T F “Are Our Bridges Safe?” would be an appropriate title for a speech on bridge safety.
22. T F As your textbook explains, phrasing your speech title as a question can be highly effective.
23. T F “Money” would be an appropriate title for a speech about new security measures to stop counterfeiting.
24. T F Main points must be written out in full sentences in both the preparation outline and the speaking outline.
25. T F A speaking outline is usually longer and more detailed than a preparation outline.
26. T F The speaking outline is a more complete version of the preparation outline.
27. T F When making a speaking outline, you should state your main points and subpoints in full sentences so you won’t forget them.
28. T F The speaking outline is essentially a manuscript of your speech.
29. T F You should keep your speaking outline as brief as possible.
30. T F The speaking outline follows a different pattern of symbolization and indentation from the preparation outline.
31. T F The visual framework of a speech is based on the speaker’s plan for using visual aids.

32. T F In the speaking outline, main points are indicated by Roman numerals.
33. T F It is acceptable to write quotations out in full on a speaking outline.
34. T F It is seldom necessary to write out quotations in full in a speaking outline.
35. T F Delivery cues should be included on both the preparation and speaking outlines.
36. T F Delivery cues on a speaking outline remind a speaker how to say something, rather than what to say.
37. T F A speaking outline should be written on both sides of an index card or sheet of paper.
38. T F A bibliography is usually included as part of the speaking outline.
39. T F A speaking outline should usually include directions for delivering the speech.

Multiple-Choice Questions *(Students are to indicate the best answer for each question by circling the correct letter.)*

1. Outlining is an important part of public speaking because
 - a. an outline helps the speaker compile an organized preliminary bibliography.
 - b. an outline helps ensure that ideas flow clearly from one to another.
 - c. an outline helps the speaker choose an interesting, sharply focused topic.
 - d. all of the above.
 - e. a and b only.

2. Outlining is important to public speaking because an outline helps a speaker
 - a. judge whether each part of the speech is fully developed.
 - b. ensure that ideas flow clearly from one to another.
 - c. solidify the structure of a speech.
 - d. all of the above.
 - e. b and c only.

3. According to your textbook, outlining is important to public speaking because an outline helps you judge whether
 - a. your main points are properly balanced.
 - b. your speech will be interesting to the audience.
 - c. you have adequate supporting materials for your main points.
 - d. all of the above.
 - e. a and c only.

4. Two types of speech outlines discussed in your textbook are the
 - a. preparation outline and the delivery outline.
 - b. rough draft outline and the polished outline.
 - c. preparation outline and the speaking outline.
 - d. speaking outline and the audience outline.
 - e. audience outline and the preparation outline.

5. Both a preparation outline and a speaking outline should
 - a. include delivery cues.
 - b. briefly sketch the speaker's ideas.
 - c. use a consistent pattern of symbolization and indentation.
 - d. be written entirely in full sentences.
 - e. contain a bibliography.

6. Which of the following should be included in a preparation outline?
 - a. the bibliography
 - b. a specific purpose statement
 - c. transitions, internal previews, and internal summaries
 - d. the central idea
 - e. all of the above

7. According to your textbook, Raul should include which of the following in his preparation outline?
 - a. transitions
 - b. the central idea
 - c. a bibliography
 - d. all of the above
 - e. b and c only

8. According to your textbook, which of the following should be included in a preparation outline?
 - a. a bibliography
 - b. a specific purpose statement
 - c. directions for delivering the speech
 - d. all of the above
 - e. a and b only

9. According to your textbook, which of the following should be included in a preparation outline?
 - a. research notes
 - b. transitions
 - c. a bibliography

- d. all of the above
 - e. b and c only
10. All of the following are necessary in a preparation outline *except*
- a. labels for the introduction, body, and conclusion.
 - b. directions for delivering the speech.
 - c. transitions, internal previews, and internal summaries.
 - d. a consistent pattern of indentation and symbolization.
 - e. a specific purpose statement.
11. According to your textbook, as Bekah prepares her preparation outline for her speech on spiders, she should remember to include all of the following *except*
- a. a specific purpose statement.
 - b. labels for the introduction, body, and conclusion.
 - c. transitions, internal previews, and internal summaries.
 - d. directions for delivering the speech.
 - e. a bibliography.
12. Which of the following is mentioned in your textbook as a guideline for a preparation outline?
- a. Label the introduction, body, and conclusion.
 - b. Identify the specific purpose with a Roman numeral.
 - c. Position the title so it appears immediately before the central idea.
 - d. Include a startling statement in the introduction to get attention.
 - e. Use parallel wording for subpoints and sub-subpoints.
13. According to your textbook, when making a preparation outline, you should
- a. label transitions and internal summaries.
 - b. indicate the introduction, body, and conclusion with Roman numerals.
 - c. state the specific purpose as a separate unit before the outline itself.
 - d. all of the above.
 - e. a and c only.
14. Ryo is working on the preparation outline for his informative speech. According to your textbook, her outline should
- a. be as brief as possible.
 - b. state main points and subpoints in full sentences.
 - c. contain a bibliography.
 - d. all of the above.
 - e. b and c only.

15. According to your textbook, the specific purpose statement in a preparation outline should be written
 - a. in capital letters.
 - b. at the end of the introduction.
 - c. immediately before the first main point.
 - d. after the preview statement.
 - e. before the text of the outline itself.

16. According to your textbook, transitions, internal summaries, and other connectives should be
 - a. included in the preparation outline.
 - b. labeled as a transition, internal summary, etc.
 - c. identified by capital letters.
 - d. all of the above.
 - e. a and b only.

17. In a preparation outline, main points should be
 - a. positioned farthest to the left.
 - b. indicated by Arabic numerals.
 - c. written in key words to jog the memory.
 - d. listed after subpoints.
 - e. stated as questions.

18. The main points in a preparation outline are
 - a. identified by capital letters.
 - b. located farthest to the left.
 - c. listed immediately after the specific purpose.
 - d. all of the above.
 - e. a and b only.

19. The main points in a preparation outline are
 - a. identified by Roman numerals.
 - b. identified by capital letters.
 - c. located farther to the right than subpoints.
 - d. identified by Arabic numbers.
 - e. written in phrases, not full sentences.

20. Which of the following is a correctly worded main point for a speech preparation outline?
 - a. Leadership.
 - b. What are the major types of leadership?
 - c. Two major types of leadership.
 - d. There are two major types of leadership.

- e. Leadership: major types.
21. Which of the following is a correctly worded main point for a speech preparation outline?
- a. The danger of smallpox in the United States.
 - b. What is the danger of smallpox in the United States?
 - c. Smallpox poses a real danger to the United States.
 - d. Smallpox: a genuine danger to the United States.
 - e. Smallpox.
22. Which of the following is a correctly worded main point for a speech preparation outline?
- a. The human eye as a means of identification.
 - b. Researchers are working on ways to use the iris as a means of identification.
 - c. Did you know that each person's iris has a unique pattern?
 - d. Using the human eye as a means of identification.
 - e. Through your eyes only.
23. Which of the following is a correctly worded main point for a speech preparation outline?
- a. Myths about day care.
 - b. Is day care good for children?
 - c. The pros and cons of day care: research results.
 - d. Research shows that there are both advantages and disadvantages to day care.
 - e. Knowing the advantages and disadvantages of day care for your child.
24. Which of the following is a correctly worded main point for a speech preparation outline?
- a. Wolves.
 - b. Did you know that all domestic dogs are descended from the wolf?
 - c. The ancestry of the domestic dog can be directly traced to the wolf.
 - d. The place of the wolf in the ancestry of the domestic dog.
 - e. Wolves and the domestic dog.
25. Which of the following is a correctly worded main point for a speech preparation outline?
- a. Computer-generated graphics as special effects.
 - b. Many movie special effects are created with computer-generated graphics.
 - c. How are special effects created with computer-generated graphics?
 - d. The use of computer-generated graphics to create special effects in movies.
 - e. Computer-generated graphics.
26. Which of the following is a correctly worded main point for a speech preparation outline?
- a. Causes.
 - b. Migraine headaches and their causes.
 - c. Causes of migraine headaches.
 - d. There are three major causes of migraine headaches.

- e. Why people get migraine headaches.
27. As explained in your textbook, subpoints in a preparation outline should be
- listed just before the conclusion.
 - written in key words to jog the memory.
 - indicated by Roman numerals.
 - indented farther to the left than main points.
 - written in full sentences.
28. Arranged in random order below are a main point, two subpoints, and two sub-subpoints from a speech preparation outline. Which is the *main* point?
- Melanoma is the least common but most deadly form of skin cancer.
 - Each year about 7,400 people die from melanoma in the U.S.
 - Basal cell carcinoma is the most common type of skin cancer.
 - Two types of skin cancer are melanoma and basal cell carcinoma.
 - Of all skin cancers diagnosed in the U.S., only 4 percent are melanoma.
29. Arranged in random order below are a main point, two subpoints, and two sub-subpoints from a speech preparation outline. Which is the *main* point?
- One example of this kind of phobia is the child who is bitten by a dog and who remains fearful of dogs thereafter.
 - Most phobias begin in childhood, usually after a frightening experience.
 - Phobias can develop either in childhood or adulthood.
 - Another example is the child who develops a fear of heights after falling off a ladder.
 - Some phobias seem to develop suddenly in adulthood without any apparent cause.
30. Arranged below are a main point, two subpoints, and two sub-subpoints from a speech preparation outline. Which is the *second* subpoint?
- Meteorologica* was written around 340 B.C.
 - After Thales, Aristotle was the major figure in ancient meteorology.
 - The science of meteorology first developed in ancient Greece.
 - Aristotle presented his theories in a book called *Meteorologica*.
 - In 640 B.C., Thales identified the winter and summer solstices.
31. Arranged in random order below are a main point, two subpoints, and two sub-subpoints from a speech preparation outline. Which is the *first* subpoint?
- The purpose of a manager interview is to evaluate those people who survive the screening interview.
 - The 20 percent who do pass the screening interview get invited back for a manager interview.
 - The two types of job interviews used by most companies are the screening interview and the manager interview.

- d. Usually about 80 percent of job applicants do not pass the screening interview.
 - e. The purpose of a screening interview is just what the name implies—to screen out people the company doesn't want to hire.
32. Arranged in random order below are a main point, one subpoint, and three sub-subpoints from a speech preparation outline. Which is the *main* point?
- a. Included among those remedies are some highly bizarre—and even dangerous—practices.
 - b. A third remedy was wrapping the patient's neck with a piece of flannel soaked in foul-smelling salve.
 - c. One remedy was bleeding the patient by taking out a pint or two of blood.
 - d. Over the years, people have tried many remedies to combat the common cold.
 - e. Another remedy was soaking the patient with huge quantities of baking soda dissolved in water.
33. According to your textbook, a speech title should
- a. include a catchy quotation.
 - b. attract the audience's attention.
 - c. be stated as a full sentence.
 - d. all of the above.
 - e. b and c only.
34. A speech title should
- a. attract the attention of the audience.
 - b. be brief.
 - c. suggest the main thrust of the speech.
 - d. all of the above.
 - e. a and c only.
35. A catchy speech title is fine as long as it is
- a. phrased as a question.
 - b. relevant to the speech.
 - c. written as a full sentence.
 - d. all of the above.
 - e. b and c only.
36. "Adventures in the Grand Canyon" is an appropriately worded
- a. speech title.
 - b. general purpose statement.
 - c. main point for a preparation outline.
 - d. specific purpose statement.
 - e. central idea.

37. “What’s Your Learning Style?” is an appropriately worded
- speech title.
 - general purpose statement.
 - main point for a preparation outline.
 - specific purpose statement.
 - central idea.
38. According to your textbook, which of the following should be included in a speaking outline?
- key words or phrases to jog the speaker’s memory
 - cues for delivering the speech
 - statistics and quotations that might be easily forgotten
 - all of the above
 - a and b only
39. When preparing a speaking outline, you should
- follow the visual framework of the preparation outline.
 - make sure the outline is plainly legible.
 - keep the outline as brief as possible.
 - all of the above.
 - b and c only.
40. According to your textbook, the main reason to keep a speaking outline brief is to
- help the speaker feel more confident and secure.
 - make the speech clearer for the audience.
 - ensure that the outline fits on a single note card.
 - make it easier for the speaker to gesture.
 - help the speaker maintain eye contact with the audience.
41. According to your textbook, the speaking outline
- is created from the titles of a speaker’s PowerPoint slides.
 - is used to jog a speaker’s memory during the speech.
 - includes a full bibliography.
 - all of the above.
 - b and c only.
42. Alexis has completed her final preparation outline and is preparing her speaking outline for her speech on macrobiotic foods. According to your textbook, as Alexis prepares her speaking outline, she should remember to
- include a bibliography.
 - make sure the outline is plainly legible.
 - keep the outline as brief as possible.

- d. all of the above.
 - e. b and c only.
43. According to your textbook, a speaking outline usually
- a. includes a preliminary bibliography.
 - b. fills more than five note cards.
 - c. includes the speech introduction written out word-for-word.
 - d. contains mostly complete sentences.
 - e. includes the quotations a speaker plans to use.
44. As discussed in your textbook, delivery cues on a speaking outline may include
- a. bibliographic citations.
 - b. highlighting of key phrases.
 - c. words such as “pause.”
 - d. all of the above.
 - e. b and c only.
45. When Cody creates a speaking outline for his informative speech on hockey, he should
- a. include cues for delivering the speech.
 - b. write out quotations he plans to use in the speech.
 - c. follow the visual framework of the preparation outline.
 - d. all of the above.
 - e. a and b only.
46. In a speaking outline, subpoints are
- a. set off in parentheses.
 - b. written in full sentences.
 - c. identified by capital letters.
 - d. all of the above.
 - e. a and b only.
47. According to your textbook, in a speaking outline, the conclusion should be
- a. written out word for word.
 - b. labeled as a separate part of the speech.
 - c. set off in parentheses.
 - d. all of the above.
 - e. a and c only.
48. According to your textbook, a speaking outline
- a. includes the bibliography.
 - b. states the specific purpose at the start of the outline.
 - c. contains delivery cues for the speaker.

- d. all of the above.
- e. a and b only.

Short-Answer Questions

1. A detailed outline for the planning stage of a speech is called a _____ outline.
preparation
2. When making a _____ outline, you should state your main points and subpoints in full sentences to ensure that you develop your ideas fully.
preparation
3. A bibliography is often included as part of the _____ outline.
preparation
4. A _____ outline should include cues for delivering the speech.
speaking
5. A _____ outline should be kept as brief as possible.
speaking
6. In a speech outline, main points are identified by _____, while subpoints are identified by _____.
Roman numerals; capital letters
7. The textbook gives four guidelines for a speaking outline. They are:
 - a.
 - b.
 - c.
 - d.

Follow the visual framework used in the preparation outline.
Make sure the outline is plainly legible.
Keep the outline as brief as possible.
Include cues for delivering the speech.

8. In the left-hand column below is a blank portion of a preparation outline for an informative speech on diamonds. In the right-hand column, arranged in random order, are a main point, two subpoints, and two sub-subpoints. Use them to fill in the outline.

Outline	Main Point and Subpoints
I.	A carat is equal to 0.2 grams.
A.	Usually the greater the carat weight, the more valuable the diamond.
1.	The carat is a unit of weight, not size.
2.	One way to judge the quality of a diamond is by its carat weight.
B.	This is about the weight of a carob seed, from which the word “carat” is derived.

Discussion: When filled in, the outline should look like this:

- I. One way to judge the quality of a diamond is by its carat weight.
 - A. The carat is a unit of weight, not size.
 - 1. A carat is equal to 0.2 grams.
 - 2. This is about the weight of a carob seed, from which the word “carat” is derived.
 - B. Usually the greater the carat weight, the more valuable the diamond.

9. In the left-hand column below is a blank portion of a preparation outline for an informative speech on skin cancer. In the right-hand column, arranged in random order, are a main point, a subpoint, and three sub-subpoints. Use them to fill in the outline.

Outline	Main Point and Subpoints
---------	--------------------------

- | | |
|----|--|
| I. | The amount of ultraviolet radiation you are exposed to depends in part on where you live. |
| A. | Certain health and skin conditions can also cause skin cancer. |
| 1. | There are several causes of skin cancer. |
| 2. | Exposure to ultraviolet radiation from the sun is the most common cause of skin cancer. |
| B. | The amount of ultraviolet radiation you are exposed to also depends on the time of day you are in the sun. |

Discussion: When filled in, the outline should look like this:

- I. There are several causes of skin cancer.
 - A. Exposure to ultraviolet radiation from the sun is the most common cause of skin cancer.
 - 1. The amount of ultraviolet radiation you are exposed to depends in part on where you live.
 - 2. The amount of ultraviolet radiation you are exposed to also depends on the time of day you are in the sun.
 - B. Certain health and skin conditions can also cause skin cancer.

10. In the left-hand column below is a blank portion of a preparation outline for an informative speech on maple syrup. In the right-hand column, arranged in random order, are a main point, two subpoints, and two sub-subpoints. Use them to fill in the outline.

Outline

Main Point and Subpoints

- I. It also requires less time and labor.
 - A. In the modern method, sap is collected through a system of pipelines.
 - B. The pipeline method yields more sap than the bucket method.
 - 1. In the traditional method, sap is collected in buckets.
 - 2. There are two major methods of collecting sap from maple trees.

Discussion: When filled in, the outline should look like this:

- I. There are two major methods of collecting sap from maple trees.
 - A. In the traditional method, sap is collected in buckets.
 - B. In the modern method, sap is collected through a system of pipelines.
 - 1. The pipeline method yields more sap than the traditional method.
 - 2. It also requires less time and labor.

11. In the left-hand column below is a blank portion of a preparation outline for an informative speech about diabetes. In the right-hand column, arranged in random order, are a main point, a subpoint, and three sub-subpoints. Use them to fill in the outline.

Outline	Main Point and Subpoints
I.	Insulin injections are literally a lifesaver for millions of people with diabetes.
A.	In the future, it may be possible to take insulin orally, without the discomfort of injections.
1.	Before insulin was developed in 1921, diabetes was usually a fatal disease.
2.	Diabetes can be combated by injections of insulin and by control of diet.
3.	Today, daily injections of insulin allow even severe diabetics to live normal lives.

Discussion: When filled in, the outline should look like this:

- I. Diabetes can be combated by injections of insulin and by control of diet.
 - A. Insulin injections are literally a life-saver for millions of people with diabetes.
 - 1. Before insulin was developed in 1921, diabetes was usually a fatal disease.
 - 2. Today daily injections of insulin allow even severe diabetics to live normal lives.
 - 3. In the future it may be possible to take insulin orally, without the discomfort of injections.

Essay Questions

1. Explain the following statement: “As plans and blueprints are essential to architecture, so are outlines essential for effective public speaking.”
2. What does it mean to say that a speech outline has a “visual framework”? Why is that framework important to a speaker?
3. What should a preparation outline include in addition to the main points, subpoints, and sub-subpoints?
4. When making a preparation outline, why is it important to state main points and subpoints in full sentences?
5. What are the criteria for an effective speech title? Explain the three kinds of titles discussed in your text.
6. In a well-developed essay, explain the similarities and differences between a preparation outline and a speaking outline. Be sure to consider what a preparation outline includes that is not part of a speaking outline.
7. Explain the four guidelines presented in your textbook for an effective speaking outline.
8. Explain why it is important to keep a speaking outline as brief as possible.