

# Wake Tech Communication (COM 231) - Public Speaking Practice Test (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What is the importance of statistics in a speech?**
  - A. They add confusion and complexity to the message**
  - B. They provide emotional appeal to the audience**
  - C. They offer concrete evidence to support arguments**
  - D. They distract from the main topic of discussion**
- 2. What effect does an engaging opening have on a speech?**
  - A. It helps to confuse the audience**
  - B. It sets the tone and captures audience attention**
  - C. It allows the speaker to skip to the main points**
  - D. It makes the speech longer without adding value**
- 3. Is it necessary to cite references during a speech to avoid extending its length?**
  - A. Yes, it is necessary**
  - B. No, it is unnecessary**
  - C. Only if specifically asked by the audience**
  - D. It depends on the topic**
- 4. Which form of comparison uses "like" or "as" to create imagery?**
  - A. Metaphor**
  - B. Alliteration**
  - C. Simile**
  - D. Personification**
- 5. In a speech of presentation, what should you do first?**
  - A. Describe the qualifications of the award**
  - B. Announce the recipient's name at the end**
  - C. State the history of the award**
  - D. Begin with a reference to the occasion**

- 6. What do the words used in a speech reflect about the speaker?**
- A. Only their knowledge**
  - B. Only their attitude**
  - C. Their personality, attitude, and intended meaning**
  - D. Their background and education**
- 7. What is one reason to utilize visual aids in public speaking?**
- A. To take up more time during the presentation.**
  - B. To distract from the speaker's nervousness.**
  - C. To reinforce and enhance understanding of the spoken message.**
  - D. To provide additional material that is unrelated to the presentation.**
- 8. When preparing a keynote speech, which factor is most important to consider?**
- A. The length of the speech**
  - B. The venue of the discussion**
  - C. The audience**
  - D. The speaker's personal experience**
- 9. In what way does establishing "ethos" enhance a speaker's message?**
- A. By increasing the speaker's volume**
  - B. By demonstrating the speaker's credibility**
  - C. By including humor in the speech**
  - D. By using complex vocabulary**
- 10. Which of the following strategies can enhance the clarity of a spoken message?**
- A. Using jargon and complex sentences.**
  - B. Speaking quickly to convey excitement.**
  - C. Structuring the message with clear main points and examples.**
  - D. Reading directly from notes without looking at the audience.**

## **Answers**

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1. C
2. B
3. B
4. C
5. D
6. C
7. C
8. C
9. B
10. C

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## **Explanations**

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## 1. What is the importance of statistics in a speech?

- A. They add confusion and complexity to the message
- B. They provide emotional appeal to the audience
- C. They offer concrete evidence to support arguments**
- D. They distract from the main topic of discussion

Statistics play a vital role in enhancing the credibility and persuasiveness of a speech. By providing concrete evidence to support arguments, they help to substantiate claims and demonstrate the legitimacy of the speaker's points. This grounding in data makes it easier for the audience to trust the information presented, as it transforms abstract ideas into quantifiable facts. When a speaker incorporates relevant statistics, they can effectively illustrate trends, highlight key issues, and reinforce their overall message, making it more compelling and easier for the audience to comprehend. Using statistics strategically can also help to engage the audience's analytical thinking and encourage them to consider the implications of the data. This factual foundation strengthens the speaker's position and enables the audience to connect with the material on a deeper level, facilitating a more informed and impactful discussion. Overall, statistics are not just numbers; they are powerful tools that can enhance the delivery and reception of a speech.

## 2. What effect does an engaging opening have on a speech?

- A. It helps to confuse the audience
- B. It sets the tone and captures audience attention**
- C. It allows the speaker to skip to the main points
- D. It makes the speech longer without adding value

An engaging opening is pivotal in a speech because it sets the tone and captures the audience's attention from the very beginning. This initial hook helps to create a connection between the speaker and the audience, making them more receptive to the message being delivered. A strong opening piques interest, creates anticipation, and can elicit emotional responses, making the audience more likely to stay focused and engaged throughout the rest of the presentation. An effective opening might include an intriguing story, a startling fact, or a thought-provoking question, all of which serve to draw the audience in. By establishing this connection right away, the speaker significantly increases the chances that the audience will be invested in the content that follows, facilitating better communication and comprehension of the overall message.

**3. Is it necessary to cite references during a speech to avoid extending its length?**

**A. Yes, it is necessary**

**B. No, it is unnecessary**

**C. Only if specifically asked by the audience**

**D. It depends on the topic**

Citing references during a speech is not strictly necessary for avoiding an extension of the speech's length. While it is essential to give credit to sources for credibility and to avoid plagiarism, the manner and extent of citing references can be managed strategically. Presentation of information can sometimes be summarized or paraphrased rather than directly quoting sources, allowing the speaker to maintain the speech's pacing and length while still acknowledging intellectual property. Moreover, effective public speaking often emphasizes delivering information in a way that engages the audience without getting bogged down in excessive details. If references are integrated seamlessly into the content, the narrative of the speech can remain fluid and focused on the main points rather than turning into a lengthy citation session. In many cases, simply mentioning the sources informally or providing a bibliography at the end can suffice, allowing the speaker to maintain control over the speech's duration.

**4. Which form of comparison uses "like" or "as" to create imagery?**

**A. Metaphor**

**B. Alliteration**

**C. Simile**

**D. Personification**

The form of comparison that uses "like" or "as" to create imagery is known as a simile. Similes draw direct comparisons between two different things in order to enhance understanding or evoke vivid imagery in the audience's mind. By using these specific words, similes create a more relatable and expressive image, allowing the audience to visualize the comparison in a more concrete way. For instance, a phrase like "as brave as a lion" allows listeners to quickly grasp the intended meaning, associating bravery with the commonly understood qualities of a lion. This use of "as" effectively makes the description more imaginative and engaging. In contrast, metaphors imply a comparison without using "like" or "as," suggesting that one thing is another (e.g., "time is a thief"). Alliteration involves the repetition of consonant sounds at the beginning of words, primarily for musicality or rhythm rather than imagery. Personification attributes human qualities to non-human entities, which is different from making a direct comparison. Understanding these distinctions clarifies why simile is the correct answer, as it specifically relies on "like" or "as" to create vivid imagery through comparison.

**5. In a speech of presentation, what should you do first?**

- A. Describe the qualifications of the award**
- B. Announce the recipient's name at the end**
- C. State the history of the award**
- D. Begin with a reference to the occasion**

Beginning with a reference to the occasion sets the tone for the presentation and provides the audience with context for why they are gathered. This establishes an engaging atmosphere and highlights the significance of the event. It allows the audience to understand the importance of the award being presented and prepares them for the upcoming acknowledgment of the recipient. By starting with this frame of reference, you effectively capture the audience's attention and build a foundation for the speech that underscores the value of the recognition being given. This creates a sense of anticipation as the audience awaits details about the award and the individual receiving it.

**6. What do the words used in a speech reflect about the speaker?**

- A. Only their knowledge**
- B. Only their attitude**
- C. Their personality, attitude, and intended meaning**
- D. Their background and education**

The words used in a speech reflect the speaker's personality, attitude, and intended meaning because language is a powerful tool for conveying emotions and insights. The choice of words can indicate a speaker's personality traits, such as whether they are confident, passionate, or humorous. Additionally, the language can reveal the speaker's attitude toward the topic and the audience, impacting how the message is perceived. For example, a speaker who uses formal and sophisticated vocabulary may convey seriousness and authority, while someone who uses informal language might come across as friendly or relatable. Moreover, the intended meaning behind the words selected is critical for effective communication. Different word choices can change the nuance of a message, influencing how the audience interprets the speaker's points. This choice of words is also connected to the speaker's experiences and the context of the speech, contributing to a fuller understanding of what they aim to express. While other options may capture certain aspects of a speaker's communication, such as their knowledge or background, they do not encompass the broader spectrum of how language reflects a speaker's complex identity and the multifaceted nature of their communication.

7. What is one reason to utilize visual aids in public speaking?
- A. To take up more time during the presentation.
  - B. To distract from the speaker's nervousness.
  - C. To reinforce and enhance understanding of the spoken message.**
  - D. To provide additional material that is unrelated to the presentation.

Using visual aids in public speaking plays a significant role in reinforcing and enhancing the audience's understanding of the spoken message. Visuals, such as charts, graphs, images, or slides, can illustrate complex ideas and data more effectively than words alone, making the information more accessible and engaging for the audience. When visual aids are well-designed and relevant, they serve to highlight key points and facilitate retention of the information being delivered. This multi-sensory approach can aid in keeping audience attention, breaking down barriers of comprehension, and ultimately improving the overall effectiveness of the communication.

8. When preparing a keynote speech, which factor is most important to consider?
- A. The length of the speech
  - B. The venue of the discussion
  - C. The audience**
  - D. The speaker's personal experience

Considering the audience is the most crucial factor when preparing a keynote speech because the effectiveness of a speech heavily relies on its ability to resonate with those who will be listening. Understanding the audience's interests, attitudes, demographics, and expectations can help tailor the content, language, and tone of the speech appropriately. A speaker can engage, inspire, or inform effectively only when they are aware of the audience's needs and contexts. By focusing on the audience, the speaker can ensure that the message is relevant and impactful, which is essential for a successful keynote address. This audience-centric approach enhances connection and engagement, ultimately leading to a more memorable and effective presentation.

**9. In what way does establishing "ethos" enhance a speaker's message?**

- A. By increasing the speaker's volume**
- B. By demonstrating the speaker's credibility**
- C. By including humor in the speech**
- D. By using complex vocabulary**

Establishing "ethos" enhances a speaker's message primarily by demonstrating the speaker's credibility. Ethos refers to the ethical appeal that focuses on the character and trustworthiness of the speaker. When a speaker effectively builds ethos, they create a sense of authority and reliability in the eyes of the audience. This can involve showcasing their expertise, qualifications, personal experiences, or moral integrity, which in turn persuades the audience to be more receptive to the message being delivered. When the audience perceives the speaker as credible, they are more likely to trust the information presented and be influenced by the arguments made. This is crucial in public speaking, as a message backed by a credible source carries more weight and can inspire greater confidence in the ideas being conveyed. Thus, the strength of ethos directly contributes to the overall effectiveness and impact of the presentation.

**10. Which of the following strategies can enhance the clarity of a spoken message?**

- A. Using jargon and complex sentences.**
- B. Speaking quickly to convey excitement.**
- C. Structuring the message with clear main points and examples.**
- D. Reading directly from notes without looking at the audience.**

Structuring the message with clear main points and examples is a fundamental strategy for enhancing the clarity of a spoken message. When a speaker organizes their ideas into distinct main points, it allows the audience to follow the argument or narrative more easily. Using examples to reinforce these points helps to illustrate the concepts being discussed, making them more relatable and easier to understand. This approach not only aids in retention but also caters to different learning styles within the audience, such as those who benefit from practical illustrations. In contrast, options that involve jargon and complex sentences can obscure meaning, making it difficult for the audience to grasp the intended message. Speaking quickly may convey excitement, but it often sacrifices clarity, as audiences might miss key information. Additionally, reading directly from notes without engaging with the audience can lead to a lack of connection and understanding, as eye contact and interaction are vital for effective communication.