

WAKE TECH COMMUNICATION (COM 231) – PUBLIC SPEAKING PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://waketechpublicspeaking.examzify.com>



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What are the key characteristics of an effective opening in a speech?**
 - A. Clear, engaging, relevant, and sets the tone for the speech
 - B. Lengthy, detailed, complex, and informative
 - C. Funny, distracting, unrelated, and brief
 - D. Formal, rigid, monotonous, and scripted
- 2. Which of the following is classified as a leading question?**
 - A. How often do you travel to the Caribbean?
 - B. Do you feel stricter handgun legislation would stop the wanton killing of innocent people?
 - C. What is your marital status?
 - D. Why do you think our country has to borrow money from China?
- 3. Which relationship is considered critical in public speaking?**
 - A. Speaker and audience
 - B. Speaker and message
 - C. Audience and topic
 - D. Speaker and speech duration
- 4. When trying to influence listeners, what is generally easier to change?**
 - A. Their attitudes
 - B. Their traditions
 - C. Their beliefs and values
 - D. Their knowledge
- 5. What is considered an unacceptable ethical practice?**
 - A. Pretending certainty where tentativeness would be more accurate.
 - B. Representing yourself as uninformed on a subject.
 - C. Advocating something in which you fully believe.
 - D. Quoting from reputable sources only.

- 6. How important is it to confirm the accuracy of your sources when preparing a speech?**
- A. Moderately important
 - B. Essential for credibility
 - C. Not important if you are confident in your topic
 - D. Important only for formal presentations
- 7. Which type of source provides the most recent information?**
- A. Academic journals
 - B. Books
 - C. Newspapers and magazines
 - D. Statistical data
- 8. What is a preparation outline in speech writing?**
- A. A detailed plan for structuring a speech
 - B. A brief summary of the speech
 - C. An outline for visual aids
 - D. A list of references
- 9. Which of the following serves as the best specific purpose statement for an informative speech?**
- A. To inform about airport security's time-wasting aspects
 - B. To explain how airport security is staffed and trained
 - C. To inform that airport security is necessary for safety
 - D. To convince the audience security isn't effective
- 10. What type of speech is often considered the most challenging to deliver?**
- A. Acceptance speech
 - B. Keynote speech
 - C. Eulogy
 - D. Toast at a wedding

Answers

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

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Explanations

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1. What are the key characteristics of an effective opening in a speech?

A. Clear, engaging, relevant, and sets the tone for the speech

B. Lengthy, detailed, complex, and informative

C. Funny, distracting, unrelated, and brief

D. Formal, rigid, monotonous, and scripted

An effective opening in a speech is crucial for capturing the audience's attention and setting the stage for the message you intend to deliver. The characteristics that make an opening effective include being clear, engaging, and relevant, as well as establishing the tone for the speech. When an opening is clear, the audience immediately understands what the speech will be about. Engaging elements, such as a thought-provoking question, a surprising statistic, or a compelling story, draw the audience in and pique their interest. Relevance ensures that the opening connects with the audience's experiences or interests, making the topic more relatable and encouraging them to pay attention. Finally, setting the tone involves choosing the right mood—whether serious, humorous, or inspiring—that aligns with the overall message of the speech, helping the audience to prepare emotionally for what is to come. Combining these elements creates a strong foundation for the speech, increasing its effectiveness in communicating the message and maintaining audience engagement throughout.

2. Which of the following is classified as a leading question?

A. How often do you travel to the Caribbean?

B. Do you feel stricter handgun legislation would stop the wanton killing of innocent people?

C. What is your marital status?

D. Why do you think our country has to borrow money from China?

A leading question is one that suggests a particular answer or contains an assumption that may influence the response. In the context of this question, option B is classified as a leading question because it presupposes that stricter handgun legislation would indeed stop the wanton killing of innocent people. This framing nudges the respondent towards agreeing with the premise rather than allowing for an open-ended response. The other options present open-ended or neutral inquiries that do not imply a particular direction for the answer. Option A simply asks about travel frequency, option C seeks factual information about marital status, and option D poses a question that invites speculative reasoning without steering the respondent towards a preconceived conclusion. Therefore, option B stands out as it not only leads with a specific assertion but also encourages a response that aligns with that assertion.

3. Which relationship is considered critical in public speaking?

A. Speaker and audience

B. Speaker and message

C. Audience and topic

D. Speaker and speech duration

The correct relationship to focus on in public speaking is the one between the speaker and the audience. This relationship is vital because effective public speaking relies heavily on the connection and engagement between the speaker and the audience. A speaker's ability to understand the audience's needs, interests, and cultural backgrounds influences how well the message is received and understood. When the audience feels connected, they are more likely to be attentive and responsive, making the overall communication process more successful. Additionally, a speaker must adapt their message and delivery style based on the audience's reactions and feedback, ensuring that the message resonates and holds their interest. This dynamic interplay enhances the overall impact of the speech, making the speaker-audience relationship the most critical component of effective public speaking.

4. When trying to influence listeners, what is generally easier to change?

- A. Their attitudes
- B. Their traditions
- C. Their beliefs and values
- D. Their knowledge

When attempting to influence listeners, changing their attitudes is generally easier than altering their traditions, beliefs, or values. Attitudes can be seen as a favorable or unfavorable evaluation of something, and they are often formed based on personal experiences or emotional responses. Because attitudes can be influenced by persuasive communication, strong arguments, and relatable examples, speakers have the potential to shift them more easily through their messages. In contrast, traditions are deeply ingrained practices that are often tied to cultural or social groups, making them less susceptible to change. Similarly, beliefs and values are rooted in individual or societal frameworks and often require substantial persuasion and evidence to shift. Knowledge, while it can change with new information, is typically seen as more factual and less subjective than attitudes, which makes it less flexible in terms of immediate influence. Thus, the capacity for change in attitudes presents a greater opportunity for speakers looking to influence their audience effectively.

5. What is considered an unacceptable ethical practice?

- A. Pretending certainty where tentativeness would be more accurate.
- B. Representing yourself as uninformed on a subject.
- C. Advocating something in which you fully believe.
- D. Quoting from reputable sources only.

The reason pretended certainty where tentative would be more accurate is considered an unacceptable ethical practice lies in the fundamental principles of honesty and transparency in communication. In public speaking, it is important to convey information accurately and responsibly. When a speaker asserts certainty on matters that are actually subject to debate or uncertainty, it misleads the audience and undermines their ability to make informed decisions. Ethical communication encourages speakers to acknowledge the limits of their knowledge and the complexity of issues rather than projecting a false sense of confidence. This enables a more open and credible dialogue, showcasing respect for the audience's intelligence and capacity for critical thinking.

6. How important is it to confirm the accuracy of your sources when preparing a speech?

- A. Moderately important
- B. Essential for credibility
- C. Not important if you are confident in your topic
- D. Important only for formal presentations

Confirming the accuracy of your sources is essential for building credibility in any speech. When you provide reliable and accurate information, you increase the trustworthiness of your message and yourself as a speaker. Audiences are more likely to accept and be persuaded by arguments that are supported by factual and credible evidence. Misleading or false information can severely undermine your credibility, lead to misinformation, and ultimately damage your reputation as a speaker. Additionally, a commitment to accuracy reflects a respect for your audience and the subject matter. Audiences can often discern when a speaker relies on questionable sources or anecdotal evidence, which can lead to skepticism about the entire message being delivered. Establishing credibility through careful source checking is vital, as it reassures the audience of the reliability of the information presented, making them more open to the ideas being communicated.

7. Which type of source provides the most recent information?

- A. Academic journals
- B. Books
- C. Newspapers and magazines**
- D. Statistical data

Newspapers and magazines are considered the most recent sources of information because they typically publish content on a regular basis, often daily or weekly. This rapid publication pace allows them to cover current events, trends, and issues as they unfold in real-time. For instance, a newspaper article may report on events or breakthroughs that happened only hours or days before it was printed, making it a frontline source for up-to-date information. In contrast, academic journals, while they provide well-researched and peer-reviewed information, often have longer publication cycles, meaning by the time research is published, it may not reflect the most current developments. Books also tend to take a significant amount of time to write, edit, and publish, which means their content may be outdated soon after release. Statistical data can be updated frequently, but unless it's from current reports or studies, it can also become outdated quickly. Therefore, the timeliness and regular updates of newspapers and magazines make them the best source for the most recent information.

8. What is a preparation outline in speech writing?

- A. A detailed plan for structuring a speech**
- B. A brief summary of the speech
- C. An outline for visual aids
- D. A list of references

A preparation outline serves as a comprehensive framework for organizing the various elements of a speech. It includes a detailed plan that outlines the main ideas, supporting points, and the logical flow of the content. This meticulous structure not only aids the speaker in delivering their message effectively but also ensures that the speech remains coherent and on-topic. By incorporating headings, subheadings, and clear transitions, the preparation outline helps in visualizing how ideas connect and how to build upon them throughout the delivery. This level of preparation is essential for ensuring that the speech is both engaging and informative for the audience. The other options do not encapsulate the role of a preparation outline as effectively. A brief summary does not provide the same depth or structure necessary for a comprehensive delivery. An outline for visual aids focuses specifically on the visual components rather than the speech itself, while a list of references pertains to the sources used, lacking the structural framework needed for the overall speech organization.

9. Which of the following serves as the best specific purpose statement for an informative speech?

- A. To inform about airport security's time-wasting aspects
- B. To explain how airport security is staffed and trained**
- C. To inform that airport security is necessary for safety
- D. To convince the audience security isn't effective

The best specific purpose statement for an informative speech is focused on delivering clear and detailed information to the audience. A statement that specifies how airport security is staffed and trained aligns perfectly with the goals of an informative speech, which aims to educate the audience by providing them with factual details, processes, or explanations. This specific purpose is effective because it sets a clear focus on what the speech will cover, allowing the audience to understand precisely what they will learn. Instead of making general claims or persuasive arguments, this option provides a clear and actionable topic that can be expanded upon with supporting data, examples, or illustrations. In contrast, the other options either suggest an intent to persuade or lack specificity. While some mention the functionality or necessity of airport security, they do not focus on providing information in a straightforward manner, which is essential for an informative speech. Thus, the chosen statement serves well to fulfill the requirements of clarity, specificity, and educational value that are fundamental in public speaking.

10. What type of speech is often considered the most challenging to deliver?

- A. Acceptance speech
- B. Keynote speech
- C. Eulogy**
- D. Toast at a wedding

The eulogy is often regarded as the most challenging type of speech to deliver due to its emotional weight and the sensitive context in which it occurs. A eulogy typically reflects on the life of a deceased individual, celebrating their achievements, character, and the impact they had on others' lives. The speaker must navigate their own grief while providing comfort to others who are mourning, making it a highly emotional experience. Delivering a eulogy requires the speaker to strike a balance between honoring the memory of the deceased and maintaining composure in front of an audience that is likely experiencing deep sorrow. This situation calls for a thoughtful, respectful tone and the ability to convey heartfelt messages effectively. The fear of not being able to capture the essence of the individual or the potential for emotional outbursts can add to the challenge of this type of speech, making it a significant undertaking that often weighs heavily on those who are tasked with delivering it. In contrast, other types of speeches, while also important, do not typically carry the same level of emotional strain. For instance, acceptance speeches and keynote speeches may focus more on commendations and inspirations, while toasts at weddings, although they can be sentimental, are generally celebratory in nature and often have a

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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