

## Public Speaking & Oral Presentation Assessment

Name: \_\_\_\_\_

**True or False?** Circle your answer and write the correct letter in the space beside the question.

1. \_\_\_\_\_ T / F: When preparing a speech, you should wait until the day before to practice.
2. \_\_\_\_\_ T / F: Breathing exercises can help you relax and stay calm before a speech.
3. \_\_\_\_\_ T / F: “Lighthouses” are people who seem to be disinterested and ignoring your speech.
4. \_\_\_\_\_ T / F: Signposts are signs that you hold up during your speech.
5. \_\_\_\_\_ T / F: You should seek out public speaking opportunities to improve your skills.

**Multiple Choice** Circle the correct letter and write the letter beside the question.

1. \_\_\_\_\_ When it comes to public speaking, “lighthouses” are:
  - A. Towers near the ocean with swiveling lights
  - B. Your best friends
  - C. People who seem to be engaged and paying attention to your speech
2. \_\_\_\_\_ Which of the following is not a golden rule of public speaking?
  - A. Stay calm
  - B. Research the audience
  - C. Be honest
  - D. Be prepared
3. \_\_\_\_\_ Which of the following is a component of an oral presentation?
  - A. Fencepost
  - B. Thesis
  - C. Translation
  - D. None of the above
4. \_\_\_\_\_ What is a relation statement in an oral presentation?
  - A. A letter that you give to everyone in the audience
  - B. When your boyfriend is in the crowd
  - C. Speaking in a different language so everyone can understand you
  - D. A statement or two that shows the audience how the speech relates to them
5. \_\_\_\_\_ Why should you practice public speaking?
  - A. To reduce stress
  - B. To ensure that you’re prepared
  - C. The more you practice, the better you’ll deliver your points
  - D. All of the above

**Fill in the Blanks** Fill in the missing components in the outline below.

### Intro

- 1) \_\_\_\_\_ – short, pop, shocking, related to the thesis
- 2) *Thesis* – \_\_\_\_\_, tell the audience what the speech will be about
- 3) *Forecast* – highlighting specific points that will be covered in the body
- 4) *Relation* – a statement or two that shows audience \_\_\_\_\_

**Transition** – brief moving forward statement (ex. \_\_\_\_\_)

### Body

*Point 1* – First point or main argument (your own words!!!)

\_\_\_\_\_ – between points (ex. “And now...”)

*Point 2* – Second point or supporting argument/fact

\_\_\_\_\_ – (ex. “My last point will be...”)

*Point 3* – Third point or supporting argument/fact

**Transition** – to end (ex. “Now that you know about \_\_\_\_\_, let’s wrap this up”)

### Conclusion

- 1) *Recap* – highlight most important points from speech (*not a repeat of the* \_\_\_\_\_)
- 2) \_\_\_\_\_ – different one. Short, brief, memorable