**Midterm Exam Study Guide - Fundamentals of Speech SPE 100**

**Introduction to Public Speaking**

-The Communication Process: Context, Message, Feedback, Channel, Noise (4

types)

-Major Influences on Public Speaking: Ancient Egypt, Ancient Greece, Ancient

Rome,

South America, China

**Demonstrating & Visual Aids**

- Demonstration Speeches: 3 Ps, Where you learned this, Relate to Audience

-Handouts - when to distribute them? Props and Objects that are hard to see?

-Challenges with writing/drawing on the board

- PowerPoint v. Prezi

-Pie/Line/Bar Charts

**Speaking With Confidence**

-State Anxiety, Trait Anxiety, and Scrutiny Fear

-Habitual Frame of Reference

-Cognitive Restructuring

-Gain Confidence: Prepare, Visualize, Breathe

**Informative Speaking**

-Four Categories of Informative Speeches

-Informative v. Persuasive Topics

**Parts of an Outline**

-Introduction: (5 parts)

-Transitions (for each main point)

-Main Ideas

-Supporting Material + Citations

-Conclusion (3 parts)

-References