**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