

Study Skills Workshops – Public Speaking Quiz

Name: Asmae Lahrichi

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Group: _____

Part 1: Multiple Choice

1. What is the primary purpose of public speaking?
 - A. To entertain the audience
 - B. To inform and/or influence the audience
 - C. To demonstrate vocabulary
 - D. To read a prepared script aloud
2. Which of the following is **NOT** a key element of public speaking preparation?
 - A. Audience analysis
 - B. Timings
 - C. Choosing a random topic
 - D. Setting a purpose
3. What percentage of face-to-face communication is conveyed through **non-verbal** means?
 - A. 50%
 - B. 70%
 - C. 90%
 - D. 100%
4. In public speaking, what should be included in your notes?
 - A. Full sentences
 - B. Bullet points with key words
 - C. Word-for-word script
 - D. List of questions

Part 2: True/False

5. **TRUE** Public speaking skills are a verbal extension of academic writing skills.
6. **FALSE** Planning and preparation should make up only 10% of the effort in public speaking, with 90% focused on delivery. **(Planning and preparation should take significant effort, often 50% or more)**

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