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Final Exam

Semester 3

Full Name: Elmehdi Nachit

Supervised by: Pr. Y. BOUTAHAR

Course: Public Speaking

Group: 1

I- Answer the following questions: (write a full sentence or sentences [maximum THREE lines] for each question).

1- In what ways is public speaking likely to make a difference in your life?

Public speaking has significant benefits that can make a real and positive difference in my professional and personal life. Among these benefits, there is obviously self-confidence, but also the possibility of developing very high communication skills and expanding my network.

2- What is non-verbal communication and why is it important to effective public speaking?

Non-verbal communication refers to any mode of communication that has no recourse to the verb (gestures, facial expressions, attitudes, posture, silence ...). It expresses the emotions and feelings of the person. And then reinforces, completes, and gives credibility to the verbal language.

3- Explain the difference between the thesis statement and the purpose statement of a speech.

The specific purpose statement is a tool that you will use as you write your talk, but it is unlikely that it will appear verbatim in your speech. Instead, you will want to convert the specific purpose statement into a **thesis statement** that you will share with your audience.

4- What are the **four** basic patterns of organizing main points in an informative speech?

Briefly explain each pattern/method of organization.

Chronological Order

A speech organized chronologically has main points oriented toward time

Spatial Order

A speech organized spatially has main points oriented toward space or a directional pattern.

Causal Order

A speech organized causally has main points oriented toward cause and effect.

Topical Order

A speech organized topically has main points organized more randomly by sub-topics.

5- What methods can you use in the introduction to get the attention and interest of your audience?

To get the audience's attention and interest, I can begin with a quotation, tell a short story, an example...

6- Explain the difference between logos and ethos in a persuasive speech.

The logos in a speech, or logical appeals, are arguments that present a set of information and show why a conclusion must rationally be true.

Pathos, emotional appeals, are appeals that seek to make the audience feel a certain way so that they will accept a conclusion.

7- How should you handle questions after preparing your speech?

- **Listen carefully** to the question and, if the audience is large, repeat it to ensure everyone in the audience has heard.
- If you're not sure you understood correctly, **paraphrase** it back to the questioner and check that you have it right. Answer briefly and to the point.
- If you do not know the answer, then say so and offer to find out. Then ensure that you **follow up**. To be able to respond, you will need the questioner's name and email address, so make sure that you speak to them before they or you leave.
- **Relax and do not feel as if you have to know everything. If you don't know it is better to be honest than to try to pretend.**

8- Which organizational pattern would be most useful to arrange points for **EACH** of the following purpose statements: (e.g. chronological,)

- To inform my audience about the causes and effects of global warming **Causal order**
- To inform my audience about the geographical regions of Brazil **Spatial order**
- To inform my audience about the major developmental stages of computers from 1940 to 2010 **Chronological order**
- To persuade my audience that the state legislature should enact tougher laws to prohibit smoking in public places. **Topical order**

Speech Outline

Topic: Positive thinking is the key to peaceful living.

General purpose: To inform.

Specific purpose: To inform my audience that positive thinking is the key to peaceful living.

Method/ Pattern of organization: Topical order.

I. Introduction:

- A. Attention Getter: I can bet that everyone wants to live in peace with nature and other people. Unfortunately, it is easy to say but hard to do.

B. Thesis statement: Many problems appear in our life when we start to think negatively. Negative emotions and thoughts seem to draw and multiple difficulties. This leads to a real catastrophe in every aspect of life. No one can live peacefully if there is so much of stress, bad mood, and negativism. If you manage to tune yourself on positive thinking, it will lead you to peaceful living.

C. Preview of three

main points: Many

people blame the

way we think. Your

personal attitude

towards life

predisposes whether

you will live in peace

or chaos. It is

necessary to think

positively and you

will reach peace and

harmony in

everything.

Transition to the first main point:

What are the benefits of positive
thinking?

II. Main Point 1: benefits of positive thinking

- Subpoint A: It helps to relax the mind.
- Subpoint B: It Rids us of negativism.
- Subpoint C: It enhances concentration and focus.
- Subpoint D: It makes us happy.

Transition to the second main point: If you want to reach a peaceful state, you should be aware of possible problems too. Sometimes, people do not realize that they think in the wrong way.

III. Main Point 2: Accordingly, you should be able to identify that you think negatively. There are certain ways to reach that:

- When a person recognizes only negative aspects and denies all positive manifestations.
- If something bad happens, a person begins to blame him-/herself even if it's not so.
- A state when people tend to accept only the worst.
- Situations when a person sees only bad or good. There is no middle ground and people always review a situation from one side.

Transition to the third main point: The next step is to define the proper ways to reach positive thinking.

IV. Main Point 3: proper ways to reach positive thinking.

Subpoint A: set limits.

A.

B. Subpo

int B: Be realistic

and understand

that you cannot

manage everything

and you aren't

equally well in all

your tasks and

duties. Transition

and signal closing:

V. Conclusion:

A. Restate thesis: Positive thinking has multiple benefits and one of them is peaceful

living.

- B. Review main points: If you feel that something troubles you, possibly your life attitude is filled with negativism. It should be changed to reach peace, harmony, and happiness. There are many methods to start thinking positively.
- C. Memorable closer: Turn on positive thinking and live a peaceful life full of joy.