

Worksheet Chapter 15**The Process Speech**

Directions: Answer the following items using complete sentences, proper punctuation and grammar.

1. One type of process speech explains how to do something. What are two other types?

2. Two reasons for giving a process speech are to enable the audience to perform the process and to enable the audience to understand a process better. What is a third reason? Explain.

3. What is the best source of topics for a process speech?

4. Chronological order is the most common organizational pattern for a process speech. When is a topical order more appropriate?

5. In organizing your speech, you may find you have as many as fifteen steps. What should you do in this case?

6. One way to adapt your speech to your audience is to include all important details. What are three other ways?

7. For which two types of speeches would you be most likely to include a demonstration? Explain.

8. What is the difference between a demonstration and a partial demonstration?

9. What is the difference in focus between a critique of a process speech and a critique of a general information speech?

10. Why do you begin a written critique with an evaluation of the organization of the speech?

11. Suppose you were planning a speech that you believed had eleven steps. How could you organize the speech to meet the guidelines of having no more than five steps? Explain.

12. Suppose you were giving a speech on how to make something. How could you demonstrate it without taking the time to go through every detail? Explain.

13. Think of the courses you take in school. In which of these courses would you like to see more demonstrations? How would additional demonstrations make it easier for you to learn? Explain.

14. Make a list of 20 jobs that would require you to demonstrate something. Write a narrative in which you describe how to demonstrate one of those items for one of those jobs.

Directions: Define each of the following terms.

1. demonstration - _____
2. partial demonstration - _____
3. process speech - _____
4. chronological order - _____
5. topical order - _____