The final examination includes five sections:
1. **Matching** – 20 questions/10 points. These will be taken from lectures and the text book.
2. **True/False** – 10 questions/5 points. These will be taken from lectures and the text book. To earn full credit for each “False” statement you must edit the statement to make it “True.”
3. **Multiple Choice** – 10 questions/5 points. These will be taken from lectures and the text book.
4. **Short Answer** – 40 questions/20 points. These will be taken from lectures, the text book and the feedback I gave you on the personal goals you established in your Self-Evaluation #1.
5. **Essay** – 1 question/10 points. This will be writing an outline for an impromptu speech on a specific topic. You will be given the choice of three topics.

**Specific Topics to Review**

- What is the message of the iceberg?
- What are the Three Channels of Communication and the percentage of each?
- Can you draw the five elements of the Transactional Model of Public Presentations?
- Why do you need to know how to get the audience to Eat an Elephant?
- How would you use the Communication Funnel?
- What are the top two reasons presentations fail?
- Outlines
- Why don’t you want to eliminate your nerves? How will you manage them?
- What Organizational Patterns will you use for future speeches?
- What are Mr. P’s Five Secret Tips for Great Presentations?
- What is the difference among Logos, Ethos and Pathos?
- List Maslow’s Hierarchy of Needs.
- List Monroe’s Motivated Sequence.
- When and how will you analyze your audience?
- Differentiate the four Methods of Delivery.
- List several of the behaviors you can use to exploit each of the three channels of communication.
- Why would you use presentation aids?
- What guidelines will you follow in developing and using visual aids?
- What is the ultimate goal/end point for each kind of occasional presentation?
- What are two tips/rules when using humor?
- What are the similarities between an individual presentation and a group presentation?
- Why do you want to cite sources during your presentation?

-more-
Each of the one-hundred questions is worth $\frac{1}{2}$ point for a possible total of 50 points. The questions will focus on readings assigned from the textbook, lectures, and class discussion. In reviewing the textbook, focus on the main chapter headings and specifically on Parts 2, 3 and 4.

In addition, you will complete a Course Evaluation. Completing the Final Exam and the Course Evaluation should only take about an hour. You may have as much time as you need.

We will meet at the normal class time during the week of final exams. All you need to bring is a pen or pencil. Mr. Pocock will bring the pizza. I would wish you “good luck” but I know you’ll study hard so luck will have nothing to do with your successful performance.

“People who fail to prepare are preparing to fail.”

-end-

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