



## To the Student:

After your registration is complete and your proctor has been approved, you may take the Credit by Examination for CMAP, Communication Applications.

## WHAT TO BRING

- your completed, **videotaped speech** on a non-returnable VHS videotape (full-size; no mini-VHS), CD, or DVD (*see instructions below*)

## ABOUT THE EXAM

The examination is based on the Essential Knowledge and Skills for this subject. Since questions are not taken from any one source, you can prepare by reviewing any of the state-adopted textbooks that are used at your school. If you do not have a textbook or any other study material available locally, you may contact the Outreach & Distance Education Bookstore. The bookstore carries the textbook used with our CMAP Distance Education course. The textbook is *Communication Applications* by Glencoe/McGraw-Hill (2001).

The CBE for Communication Applications will consist of two parts: a written comprehensive exam and a speech presentation. **You are required to prepare the speech in advance and to videotape the speech.** You will turn in the videotape, CD, or DVD to your proctor on the day you take the written part of the exam. You will have three hours to complete the written part of the exam.

### Part I. Written Examination

The written part of the exam will consist of true/false, multiple-choice, matching, and short-answer questions. The exam will cover three types of communication: interpersonal, small group, and public. The practice exam that follows should give you a good idea of what information to study and a good feel for the questions.

### Part II. Speech Presentation

For the second half of the exam, you are required to make a speech presentation. **You will need a VHS videotape (full size; no mini-VHS) and a video camera; or a digital video camera and a recordable CD or DVD.** An envelope will be provided to mail your VHS tape, CD, or DVD to Outreach & Distance Education for grading. You are to present an informative extemporaneous speech on the topic of your choice. Please follow the directions below and keep in mind the principles of good speech communication. Record your speech and bring it with you when you take the written test.

1. The topic of the speech must be appropriate for the audience. Do not discuss a topic that the audience would find offensive! Also, you want to choose a topic that you believe would be interesting and informative. (Don't forget that in this situation, your instructor is the "audience" you need to consider.)
2. The speech must be original. You may not read from a speech, or even a text, that is not your work. (You may refer to another's words if you use proper forms of citation, but there's not much time to refer to sources in a speech of this length.)
3. Be sure that you keep the speech informative. Many people tend to throw in an extra opinion or two. Keep all biased or persuasive information out of this speech.
4. The speech needs to be between three and five minutes long. No more, and no less. Your speech needs to be substantial; it needs to be worth hearing, without a lot of "filler" just to take up the time. Also, be aware of your speed. Many people tend to speak ninety miles an hour when they're nervous.
5. Never, ever *read* your speech! You should learn the content of the speech, but speak extemporaneously. You may **not** use notecards. Also, do not memorize! Memorized speeches sound stilted and artificial.
6. For the actual presentation, you need an audience. You are required to have at least 12 people in the audience for full credit. You can either scan the audience with the camera before the speech or you can wide-angle your camera so that both you and the audience can be seen. No matter which option you choose, be sure that I can see your entire body during the presentation.

There is also a sample examination included with this letter. The sample exam will give you a model of the types of questions that will be asked on your examination. It is not a duplicate of the actual examination. It is provided to illustrate the format of the exam, not to serve as a review sheet.

For more information about CBE policies, visit <http://www.ode.ttu.edu/takeacbe/> or see your course Policies & Forms Guide.

Good luck on your examination!

## **CMAP CBE Practice Exam**

**Matching.** Write the letter that corresponds to the correct word or phrase beside the appropriate example or definition.

- A. small-group communication
- B. reality-tester
- C. reconstructive listening
- D. homeostasis
- E. self-disclosure

- \_\_\_\_\_ 1. taking a new message and making it fit what we want to hear or what we are used to hearing
- \_\_\_\_\_ 2. sharing information with another person to establish or enhance relationships
- \_\_\_\_\_ 3. family members gathering to decide where to go on vacation
- \_\_\_\_\_ 4. equilibrium
- \_\_\_\_\_ 5. one who seeks to verify the accuracy of information contributed by others

**Multiple Choice.** Write the letter of the option that best completes the sentence or answers the question.

- \_\_\_\_\_ 6. When three or more people gather in a context where every person can participate actively, it is considered
  - A. intrapersonal communication.
  - B. small group communication.
  - C. public communication.
  - D. mass communication.
- \_\_\_\_\_ 7. When we communicate based on the simple reward of communicating, it is considered
  - A. disclosure.
  - B. scarcity.
  - C. irreplaceability.
  - D. intrinsic reward.

- \_\_\_\_\_ 8. Shaking hands is an example of which purpose of communication?
- A. to express feelings
  - B. to perform social rituals
  - C. to inform
  - D. to express imagination
- \_\_\_\_\_ 9. Which of the following is *not* a misconception of communication?
- A. Communication is always valuable.
  - B. Communication requires skill and practice.
  - C. Communication is easy.
  - D. More communication is better.
- \_\_\_\_\_ 10. The process of using a win-win strategy to arrive at solution that doesn't force either party to settle is
- A. compromise.
  - B. negotiation.
  - C. win-lose.
  - D. uniqueness.

**True/False.** Signify whether the following statements are true (*T*) or false (*F*).

- \_\_\_\_\_ 11. Conflict involves two independent parties.
- \_\_\_\_\_ 12. *Groupthink* is a method that encourages teamwork and agreement when making a group decision.
- \_\_\_\_\_ 13. Roles that emphasize the individual and his or her individual opinions more than the collective group's are considered counterproductive.

**Multiple Choice.** Write the letter of the option that best completes the sentence or answers the question.

- \_\_\_\_\_ 14. The role a person plays in a small group is based on his or her
- A. goals.
  - B. personality.
  - C. elected position.
  - D. none of the above.
- \_\_\_\_\_ 15. A prepared question that allows for discussion in the interviewing process is considered a(n)
- A. open-ended question.
  - B. follow-up question.
  - C. summary question.

- \_\_\_\_\_16. Which of the following is *not* a good example of an open-ended question?
- A. Do you enjoy your job?
  - B. What convinced you to go back to school?
  - C. Why is Ozzie Smith your hero?
  - D. How long to intend to work at this position?

**True/False.** Signify whether the following statements are true (*T*) or false (*F*).

- \_\_\_\_\_17. Posture, clothing and touch are examples of nonverbal communication.
- \_\_\_\_\_18. In listening, *attending* can be defined as recognizing the structure of the message to attempt interpretation.
- \_\_\_\_\_19. Researchers find that we remember about three-fourths of what we hear immediately after hearing it.
- \_\_\_\_\_20. Informational listening is used when evaluating a situation or making a decision.
- \_\_\_\_\_21. Self-disclosure involves personal effort and risk for both the speaker and listener.

**Multiple Choice.** Write the letter of the option that best completes the sentence or answers the question.

- \_\_\_\_\_22. When we only pretend to listen, we exercise
- A. pseudolistening.
  - B. selective listening.
  - C. reconstructive listening.
  - D. fill-in listening.
- \_\_\_\_\_23. An example of listening for information is listening
- A. to music.
  - B. to another's feelings.
  - C. to a news report.
  - D. to a sermon at church.

**True/False.** Signify whether the following statements are true (*T*) or false (*F*).

- \_\_\_\_\_24. No matter how withdrawn or independent a family may be, they are influenced by the environment in which they exist.

\_\_\_\_\_25. Healthy families are careful not to change roles or rules of conduct for fear of confusion.

**Multiple Choice.** Write the letter of the option that best completes the sentence or answers the question.

\_\_\_\_\_26. The format for a speech outline based on the order in which things happen in time is

- A. chronological.
- B. spatial.
- C. topical.
- D. problem-solution.

\_\_\_\_\_27. You should first develop a draft of your thesis statement

- A. after the research is complete.
- B. before the topic is chosen.
- C. after the main points are established.
- D. after you determine the situation, purpose, audience, and method.

**True/False.** Signify whether the following statements are true (*T*) or false (*F*).

\_\_\_\_\_28. An impromptu speech requires no preparation and is usually short.

\_\_\_\_\_29. The introduction of a speech contains the main points.

\_\_\_\_\_30. A good outline provides a map for your speech.

\_\_\_\_\_31. Inductive reasoning occurs when we begin with particular facts and proceed to larger, general conclusions based on those facts.

\_\_\_\_\_32. To obtain the goodwill of the audience, you initially need to tell them what they want to hear.

\_\_\_\_\_33. The following is an example of deductive reasoning:

All citizens have the right to vote.

All women are citizens.

Therefore, all women have the right to vote.

**Multiple Choice.** Write the letter of the option that best completes the sentence or answers the question.

- \_\_\_\_\_34. A speech explaining a way to fix the water pollution in your local city is an example of which type of format?
- A. topical
  - B. chronological
  - C. spatial
  - D. problem-solution
- \_\_\_\_\_35. Typically, the best way to persuade an audience is by using
- A. an emotional appeal.
  - B. a logical appeal.
  - C. identification with the audience.
  - D. some combination of A, B, and C.

**Short Answer.** Answer the following question concisely but completely.

36. Name and briefly define the four speech presentation styles.

## Answer Key to Practice Exam

- |       |       |       |
|-------|-------|-------|
| 1. C  | 13. T | 25. F |
| 2. E  | 14. A | 26. A |
| 3. A  | 15. A | 27. D |
| 4. D  | 16. A | 28. T |
| 5. B  | 17. T | 29. F |
| 6. B  | 18. F | 30. T |
| 7. D  | 19. F | 31. T |
| 8. B  | 20. F | 32. F |
| 9. B  | 21. T | 33. T |
| 10. B | 22. A | 34. D |
| 11. F | 23. C | 35. D |
| 12. F | 24. T |       |

36. **Extemporaneous:** Speaker uses notes and/or outline; speech is practiced but not memorized. Allows flexibility and naturalness.

**Impromptu:** Speech that is not prepared at all (as when a person is asked on the spot to deliver a speech); can be difficult for someone who's not a quick thinker and can lead to error, forgetting, or wordiness.

**Manuscripted:** Speaker reads directly from a prepared manuscript. No problem with forgetting but can be difficult for audience to feel involved (less eye contact, etc.), and no flexibility.

**Memorized:** Speaker delivers an entirely memorized speech. Better than manuscripted in terms of contact with the audience, but speaker runs the risk of sounding overprepared (stilted, scripted) or forgetting.