



FACULTY OF LIBERAL ARTS

FINAL EXAMINATION

Student ID (in Figures) :

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Student ID (in Words) : _____

Subject Code & Name : **COM1164 Public Speaking Skills**
Semester & Year : September 2017
Lecturer/Examiner : Dorcas Lam
Duration : 2 hours

INSTRUCTIONS TO CANDIDATES

- This question paper consists of 3 parts:**
 - PART A (30 marks) : MULTIPLE CHOICE QUESTIONS**
There is only **ONE (1)** section in this part. Select the best answer and shade the corresponding circle on the OMR sheet in your answer booklet.
 - PART B (40 marks) : SHORT ANSWER QUESTIONS**
There are **TWO (2)** sections in this part. Answer all questions in the answer booklet.
 - PART C (30 marks) : ESSAY**
There is only **ONE (1)** section in this part. Choose and answer only **ONE (1)** question. Write the answer in the answer booklet provided.
- Candidates are not allowed to bring any unauthorized materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.**
- This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.**
- Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple choice questions, where 2B pencils are to be used.**

WARNING: The University Examination Board (UEB) of BERJAYA University College of Hospitality regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students' Handbook, up to and including expulsion from BERJAYA University College of Hospitality.

Total Number of pages = 6 pages (Including the cover page)

PART B : SHORT ANSWER QUESTIONS (40 MARKS)

INSTRUCTION(S) : There are **TWO (2) sections** in this part. Write all answers in the answer booklet.

SECTION 1 (10 marks)

Fill in each blank below with the most suitable word from the selection of words given in the box.

invitational	impromptu	pronunciation	encoding	fillers
acceptance	extemporaneously	articulation	decoding	interference

1. After Gusta had blown out the candles on the cake and made his wish at his 21st birthday party, all his friends chanted, "Speech! Speech! Speech!" So without any preparation, he took the mic and started speaking. Gusta spoke _____ at his birthday party.
2. As Maya listens to what the speaker says, she tries to understand what he means by "governmental efficiency." Maya is engaged in the process of _____ the message.
3. Jeremy always says "wanna" when he means "want to." This is an issue of _____.
4. Sylvia was elected to be the President of the local chapter of Toastmaster. Upon announcing the results of the election, the master of ceremony invited Sylvia to say a few words to those in attendance. Sylvia's speech in this context is an example of an _____ speech.
5. Whenever Shalin is anxious, she tends to fill her speech with words like "uh," "um," "so," etc. This is an instance of using _____ in a speech.

SECTION 2: (30 marks)

Answer all questions in the answer booklet.

1. State the 4 main functions of an introduction in a speech. (8 marks)
2. Identify 5 differences between a speaking outline and a preparation outline. (10 marks)
3. Discuss 6 guidelines for preparing effective visual aids and explain how each will make the use of visual aids more effective. (12 marks)

END OF PART B

PART C : **ESSAY (30 MARKS)**
INSTRUCTION(S) : There is only **ONE (1) section** in this part. Choose and answer **ONE (1) question** in the answer booklet provided.

SECTION 1 (30 marks)

1. "Involvement in co-curricular activities encourages student development."
2. "Taking a year off between secondary school and university to work and / or travel will better prepare students for university studies."

Choose one of the statements above and consider to what extent you agree with it. Then, draft a speech text for a **persuasive speech** that clearly states your position with regards to the statement above.

Before you start your speech text in your answer script, you must clearly write down:

- the **specific purpose** of your speech (3 marks)
- the **intended audience** (2 marks)

Your speech text should: (25 marks)

- begin with an interesting **title** for your speech.
- have between **450 – 500 words**.
- open with an attention-getting **introduction**.
- close with a **conclusion** that makes a call-to-action.
- contain at least **two main points** in support of your position.
- include **speaking / presentation cues** that are indicated in brackets.

Finally, count the number of words and write it down at the bottom of the answer script.

END OF QUESTION PAPER