

# Unit 07: Organization and Outlines

Author: P. Wynn Norman

Professor @Saylor Foundation

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## 1. Unit 07: Organization and Outlines

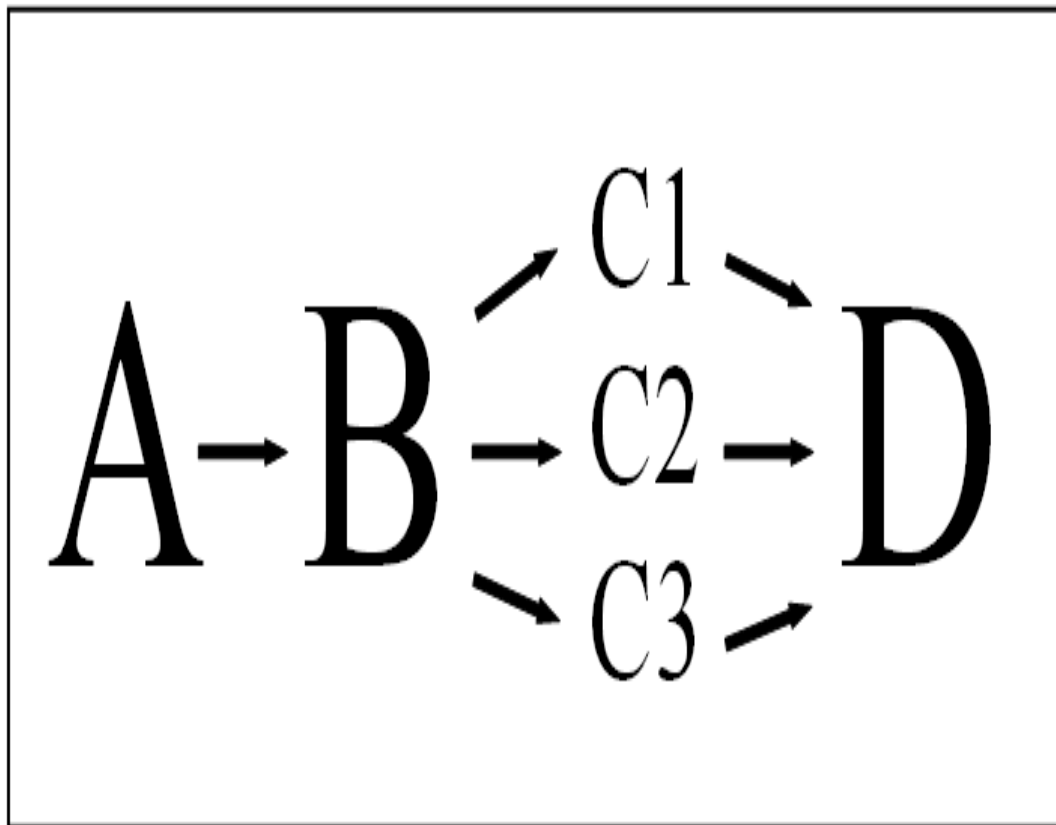
## 4. Chapter: Unit 07: Organization and Outlines

### 1. Unit 07: Organization and Outlines Questions

#### 4.1.1. A acts on B, which in turn can influence D by acting through C1, C2...

Author: P. Wynn Norman

A acts on B, which in turn can influence D by acting through C1, C2, or C3. If a public speaker presents the diagram shown below to illustrate this process, the use of that visual aid reflects which cognate strategy?



Please choose only one answer:

- emphasis
- arrangement
- clarity
- conciseness
- all of the above

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#### 4.1.2. A speech which describes various types of promotional strategies sh...

Author: [P. Wynn Norman](#)

A speech which describes various types of promotional strategies should use which of the following organizing principles?

Please choose only one answer:

- Problem and solution
- Classification
- Elimination
- Contrast
- Comparison

Check the answer of this question online at [QuizOver.com](#):

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#### 4.1.3. Andreas plans to cover the following points in his speech: 1. Every...

Author: P. Wynn Norman

Andreas plans to cover the following points in his speech: 1. Everyone benefits when parents volunteer at their children's school. 2. Parental involvement produces higher grades. 3. Volunteering improves communication between parents and teachers. 4. Parents can spend more quality time with their children if they volunteer. 5. Schools save money when volunteers help out. Which of the points should be grouped together in the body section of his sentence outline?

Please choose only one answer:

- 1, 2, 3
- 2, 3, 4
- 3, 4, 5
- 2, 3, 4, 5
- 1, 2, 3, 4

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

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#### 4.1.4. Donatella has been asked to present a speech on automobile maintena...

Author: P. Wynn Norman

Donatella has been asked to present a speech on automobile maintenance. If she were following Speech Outline A in the textbook, which point supporting Donatella's main idea would be associated with the following specific information: reduces wear, improves gas mileage, improves handling, and improves safety?

Please choose only one answer:

- Why maintaining your car is important
- The benefits of keeping your tires properly inflated
- The reason why you should follow your car manufacturer's recommended maintenance schedule
- How to save gas by maintaining your tires
- Why tire maintenance is the most important type of car maintenance

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#### 4.1.5. Each individual on your team is responsible for a major section of ...

Author: P. Wynn Norman

Each individual on your team is responsible for a major section of the team's presentation, which will cover (in this order) how the problem arose, the types of adjustments possible, how each adjustment compares to the others in cost and availability, and the resulting decision made by the team about how to solve the problem. Which of the following accurately lists the organizing principles used for this presentation and the order in which they will be presented?

Please choose only one answer:

- Chronological, cause/effect, classification, and problem/solution
- Problem/solution, cause/effect, classification, and chronological
- Chronological, classification, comparison, and problem/solution
- Problem/solution, classification, cause/effect, and elimination
- Chronological, classification, elimination, and problem/solution

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#### 4.1.6. Fill in the blanks to complete this statement correctly: "The rheto...

Author: P. Wynn Norman

Fill in the blanks to complete this statement correctly: "The rhetorical situation involves \_\_\_\_\_ we are, \_\_\_\_\_ we are with, and \_\_\_\_\_ we are communicating.

Please choose only one answer:

- Who, who, where
- Where, who, why
- What, who, when
- Where, who, when
- Who, who, when

Check the answer of this question online at QuizOver.com:

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#### 4.1.7. If Dante is trying to get his audience to boycott products manufact...

Author: P. Wynn Norman

If Dante is trying to get his audience to boycott products manufactured by a company that uses children as cheap labor in a developing country that lacks strict labor standards, which organizing principle should he use to convince his audience to participate in the boycott?

Please choose only one answer:

- Cause and effect
- Comparison
- Contrast
- Problem and solution
- Psychological

Check the answer of this question online at QuizOver.com:

Question: [If Dante is trying to get his audience to P. Wynn Norman @South Corporate](#)

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#### 4.1.8. If your supervisor asks you to explain how the forklift became lodged...

Author: P. Wynn Norman

If your supervisor asks you to explain how the forklift became lodged in the equipment elevator, which organizing principle will you choose to ensure clarity?

Please choose only one answer:

- Chronological
- Biographical
- Problem and solution
- Space
- Ascending and descending

Check the answer of this question online at QuizOver.com:

Question: [If your supervisor asks you to explain P. Wynn Norman @South Corporate](#)

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4.1.9. In which sentence in the short speech presented below does the spea...

Author: P. Wynn Norman

In which sentence in the short speech presented below does the speaker establish his or her credibility?

As our children's first teachers, we parents and grandparents should volunteer at their schools. I knew my volunteering on the last class field trip was important to my son because afterwards he told me that the best part was that I was there. According to the National Institute of Education, parental involvement is associated with students earning higher grades and test scores. Volunteering at schools also opens up communication between parents and teachers, allows us to spend quality time with our children, and helps our schools save money that can then be used towards other programs. Volunteering is beneficial for everyone.

Please choose only one answer:

- 1
- 2
- 3
- 4
- 5

Check the answer of this question online at QuizOver.com:

Question: [In which sentence in the short speech P. Wynn Norman @South Corporate](#)

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#### 4.1.10. Marcia is a dedicated caregiver at a nursing home specializing in A...

Author: P. Wynn Norman

Marcia is a dedicated caregiver at a nursing home specializing in Alzheimer's patients. She has been chosen by the manager of the facility to discuss her experiences with local charities and encourage them to provide volunteers who can help families struggling to care for Alzheimer's patients at home. Having Marcia lead discussions instead of the manager reflects the manager's use of which kind of rhetorical proof?

Please choose only one answer:

- Logos
- Pathos
- Ethos
- All of the above
- None of the above

Check the answer of this question online at QuizOver.com:

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#### 4.1.11. One of the benefits of volunteering at schools is that it opens up ...

Author: P. Wynn Norman

One of the benefits of volunteering at schools is that it opens up communication between parents and teachers. It also allows us to spend more quality time with our children. Yet another benefit is that it helps our schools save money that they can then use to support other programs. Which of the following is NOT a transitional device in the preceding passage?

Please choose only one answer:

- One
- Also
- More
- Yet another
- All of the above are transitional devices.

Check the answer of this question online at QuizOver.com:

Question: [One of the benefits of volunteering at P. Wynn Norman @South Corporate](#)

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#### 4.1.12. The introduction of a speech ends with this statement: "This propos..."

Author: P. Wynn Norman

The introduction of a speech ends with this statement: "This proposal will show you why the market for the antiwidget is ripe for expansion, easily accessible, and in sync with our current technologies." Which of the following is the BEST transition into the next section of this speech?

Please choose only one answer:

- Our current technologies use the same processes as those used in antiwidget production.
- Let us start by looking at why the antiwidget market is expanding.
- The expanding widget market is what we will cover first.
- Technology is the first thing we need to consider, followed by accessibility and expansion.
- None of the above

Check the answer of this question online at QuizOver.com:

Question: [The introduction of a speech ends with P. Wynn Norman @South Corporate](#)

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#### 4.1.13. The most central element of any rhetorical situation is which of th...

Author: P. Wynn Norman

The most central element of any rhetorical situation is which of the following?

Please choose only one answer:

- The context
- The audience
- The purpose
- The expectations
- The "who, what, where, why, and how"

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [The most central element of any rhetorical P. Wynn Norman @South](#)

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#### 4.1.14. What are cognate strategies?

Author: P. Wynn Norman

What are cognate strategies?

Please choose only one answer:

- How you impart information to an audience
- How you persuade an audience to take action
- How you research a topic to understand it fully
- How you choose the tactics that reach your audience
- All of the above

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Question: [What are cognate strategies P. Wynn Norman @South University Corporate](#)

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#### 4.1.15. Which cognate strategy does the third sentence in the short speech ...

Author: P. Wynn Norman

Which cognate strategy does the third sentence in the short speech below reflect?

As our children's first teachers, we parents and grandparents should volunteer at their schools. I knew my volunteering on the last class field trip was important to my son because afterwards he told me that the best part was that I was there. According to the National Institute of Education, parental involvement is associated with students earning higher grades and test scores. Volunteering at schools also opens up communication between parents and teachers, allows us to spend quality time with our children, and helps our schools save money that can then be used towards other programs. Volunteering is beneficial for everyone.

Please choose only one answer:

- Tone
- Engagement
- Conciseness
- Credibility
- Reference

Check the answer of this question online at QuizOver.com:

Question: [Which cognate strategy does the third P. Wynn Norman @South Corporate](#)

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#### 4.1.16. Which of the following reflects the context of a speech which a spe...

Author: P. Wynn Norman

Which of the following reflects the context of a speech which a speaker should adjust to?

Please choose only one answer:

- The audience
- The topic
- The location
- The purpose
- All of the above

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Question: [Which of the following reflects the context P. Wynn @South University](#)

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4.1.17. Which of the samples below reflects the appropriate presentation of...

Author: P. Wynn Norman

Which of the samples below reflects the appropriate presentation of a keyword outline?

A.

## INTRODUCTION

**A. Attention getter (startling statistic):** If you ask 10 people how many know someone with Alzheimer's disease, eight of them will raise their hands. That's what Karen Noel, the director of a regional Alzheimer's organization, reported in an article called "Living Through Windows: Alzheimer's Disease."

**B. Relating the topic to the audience:** The problem is that a lot of people don't understand how Alzheimer's can take over not only the lives of the afflicted but also the lives of their caregivers and others who are emotionally invested in them.

**C. Establishment of speaker's credibility, thesis, and preview:** I'm going to describe to you what I go through every morning taking care of my father, who has Alzheimer's. By describing to you the process of getting him out of bed and to the bathroom, feeding him, and then cleaning his room, I hope your compassion for the plight of an Alzheimer's patient—and maybe your willingness to help out if you can—will increase.

## II. BODY: MORNING PROCEDURES WITH MY FATHER

### A. The Bed and the Bathroom

1. Because he doesn't recognize when he needs to use the facilities, my father is almost always soaking wet in the morning from the waist down or even up across one side. He also tends to wake up very groggy, so the first step for me every morning is to help him get out of bed and then lead him to the bathroom.

2. In the bathroom, I guide him to the toilet and try to get him to sit down. Sometimes, I have to push on his shoulders to get him to sit.

a. Next, I wait a little to see if he'll use the toilet, but usually, he doesn't because he's already used his underpants for that purpose, so I proceed to change them (they are Depends) and also change his pajamas to pants and a shirt. I do this by pulling his pants and Depends down, then picking his feet up so they clear the clothing, and then pulling the clothing out from beneath his feet. Then, I slide fresh Depends over his feet, followed by a fresh pair of pants.

b. He usually recognizes when I've got the bottom of his clothes ready, so he stands up, enabling me to pull everything up to his waist in one big tug.

c. Next, I pull his pajama shirt over his head and down his arms, reversing that order to get the fresh shirt in place.

(This would be continued.)

B.

## I. INTRODUCTION

- A. Attention-getter
- B. Relate the topic to audience
- C. Establish credibility
- D. Present main idea
- E. Preview points

## II. BODY

- A. History of the antiwidget
- B. Background on the competition
- C. New antiwidget design
- D. Marketing strategies

## III. Conclusion

- A. Restate main idea and points
- B. Emphasize importance or significance
- D. Residual message

C.

## I. INTRODUCTION

- A. Henry Ford quote
  - "Business is never so healthy as when, like a chicken, it must do a certain amount of scratching around for what it gets."
- B. Introduce R&D push
- C. Breakdown plans
  - 1. internal capacity limits
  - 2. high priority projects
  - 3. below-the-line projects

## II. BODY

- A. Internal capacity
- B. High priorities
  - 1. filter capacitor
  - 2. electrolytic capacitor
- C. Below the line
  - 1. "green" capacitor
  - 2. leakage meter
  - 3. pulsed power

## III. CONCLUSION

- A. Review R&D high and low plans
- B. Point out impact on process deadlines
- C. Emphasize application opportunities

Please choose only one answer:

- A
- B

- C
- All of the above
- None of the above

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [Which of the samples below reflects the P. Wynn Norman @South Corporate](#)

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#### 4.1.18. Yolanda just finished discussing how hard it is for new businesses ...

Author: P. Wynn Norman

Yolanda just finished discussing how hard it is for new businesses to survive the start-up phase. To move into her next point, she uses the following statements: "Although it is true that many new businesses fail in their first year of operation, I believe that such failures aren't just the statistical norm. They are the result of avoidable errors in planning, funding, and information management. What two types of transitions could you say she is using?

Please choose only one answer:

- Sequence and time
- Addition and result
- Examples and clarification
- Internal summary and concession
- Similarity and Comparison

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#### 4.1.19. You are an employee benefits manager who has to describe the differ...

Author: P. Wynn Norman

You are an employee benefits manager who has to describe the differences between HMO and PPO health insurance plans. To keep the presentation clear and simple, you decide to avoid a point-by-point comparison of plans and instead just provide a list of the differences. Which of the following sets of transitional devices could you use to maintain simplicity and clarity, while keeping the contents flowing and fresh?

Please choose only one answer:

- In addition, moreover, another
- As a result, accordingly, consequently
- In the same vein, thereupon, just as
- Next, then, furthermore
- However, on the contrary, conversely

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#### 4.1.20. "Volunteering at schools also opens up communication between parent..."

Author: P. Wynn Norman

"Volunteering at schools also opens up communication between parents and teachers, allows us to spend quality time with our children, and helps our schools save money that can then be used towards other programs." Which of the choices below would be the most effective and efficient way to convert the preceding statement into a keyword outline that would also be useful for speaking notes?

Please choose only one answer:

- 1. opens up communication, 2. spend time with children, 3. save money for other programs
- 1. parent-teacher communication, 2. time with children, 3. schools save money
- 1. communication, 2. quality time, 3. savings
- 1. opens up communication between parents and teachers, 2. allows us to spend time with our children, 3. helps schools save money for other programs
- 1. volunteering – communication between parents/teachers, 2. volunteering – spend more time w/ kids, 3. volunteering – save money for school programs

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