Chapter 7

True-False Questions

1. T F Using your own knowledge and experience in a speech can help bring the speech to life.

2. T F Most library catalogues allow a researcher to look for books by author, title, subject, or keyword.

3. T F Reference works include such items as encyclopedias, yearbooks, quotation books, and biographical aids.

4. T F The best known collection of quotations is Bartlett’s Familiar Quotations.

5. T F Yearbooks are reference works whose primary purpose is to help you find information about people.

6. T F Newspaper and periodical databases help you locate magazine, journal, and newspaper articles.

7. T F As your textbook explains, academic databases are particularly useful for finding articles in scholarly journals.

8. T F InfoTrac Onefile is an example of an academic database.

9. T F According to your textbook, in the absence of a full magazine or journal article, you should cite the abstract of the article instead.

10. T F As your textbook explains, when you locate an abstract of a magazine article, you should feel free to cite the article in your speech on the basis of the abstract alone.

11. T F Newspaper and periodical databases are good places to find articles in scholarly journals.

12. T F Experts advise that you use Internet research to supplement, not to replace, library research.

13. T F You can find a great deal of information on the Internet, but you cannot always find the same depth of research materials as in a good library.

14. T F You can almost always count on the reliability of Internet research materials found through major search engines such as Google and Yahoo.

15. T F A virtual library is a search engine that combines Internet technology with traditional library methods of cataloguing and assessing data.
16. **T**  F  One advantage of using virtual libraries for speech research is that they contain only material that has been screened for quality and reliability.

17. **T**  F  Yahoo is an example of a virtual library.

18. **T**  F  One of the strengths of the Internet as a research tool is the access it provides to government documents and publications.

19. **T**  F  *Statistical Abstract* is the standard reference source for numerical information on the social, political, and economic aspects of American life.

20. **T**  F  Like magazine and journal articles, most documents posted on the Internet have been subjected to close editorial review.

21. **T**  F  As your textbook explains, Wikipedia is usually the only source you need when researching your speeches.

22. **T**  F  As your textbook explains, Wikipedia can be a good place to start your research, but you need to consult other sources in addition to Wikipedia.

23. **T**  F  According to your textbook, the three major criteria against which to test documents that you locate on the Internet are authorship, graphics, and interactivity.

24. **T**  F  According to your textbook, the three major criteria against which to test documents that you locate on the Internet are authorship, sponsorship, and recency.

25. **T**  F  If you cannot identify the author of a document on the Web, you should try to determine the sponsoring organization for the document.

26. **T**  F  Because the Internet can be updated quickly, you can almost always assume that facts and figures on the Internet are accurate.

27. **T**  F  If you can’t find the date on which a Web document was created or last modified, you are better off looking for a different source.

28. **T**  F  An interview is an effective way to gather speech materials because it frees you of the need to do any other research.

29. **T**  F  If you use a tape recorder or a digital recorder in a research interview, you should keep it secret from the person being interviewed.

30. **T**  F  If you want to record a research interview, you should be sure to get the permission of the person being interviewed.

31. **T**  F  Your most important task before conducting a research interview is to work out the questions you will ask during the interview.
32. T F You should avoid asking tough questions during a research interview.
33. T F As your textbook indicates, you should avoid asking probing questions during a research interview.
34. T F According to your textbook, the best time to ask tough questions is at the beginning of an interview.
35. T F According to your textbook, the best time to ask tough questions is at the end of an interview.
36. T F After conducting an interview you should usually wait a couple of days before reviewing your notes.
37. T F A preliminary bibliography for research on a speech should usually contain a maximum of three or four sources.
38. T F If possible, you should write all your research notes from a single book or article on a single index card or sheet of paper.
39. T F When taking research notes, it is important to distinguish among direct quotations, paraphrases, and your own ideas.

Multiple-Choice Questions (Students are to indicate the best answer for each question by circling the correct letter.)

1. The __________ is the key to finding information in the library.
   a. general index
   b. catalogue
   c. periodicals guide
   d. encyclopedia
   e. browser

2. The library’s catalogue allows you to search for books by
   a. author.
   b. title.
   c. keyword.
   d. all of the above.
   e. a and b only.

3. The library catalogue
   a. lists all the books, periodicals, and other resources owned by the library.
   b. provides abstracts of magazine and newspaper articles.
c. allows a researcher to look for books by author, title, or subject.
d. all of the above.
e. a and c only.

4. Encyclopedias, yearbooks, biographical aids, and quotation books are all examples of
   a. special indexes.
   b. reference works.
   c. bibliographical aids.
   d. research guides.
   e. general indexes.

5. Who’s Who Among Asian Americans is an example of a(n)
   a. encyclopedia.
   b. special dictionary.
   c. periodical index.
   d. biographical aid.
   e. yearbook.

6. As part of the research for his informative speech, Malik needs brief life and career facts
   about United Nations Secretary General Ban Ki-moon. The best kind of library reference
   source for him to consult would be a(n)
   a. periodical index.
   b. special dictionary.
   c. encyclopedia.
   d. biographical aid.
   e. yearbook.

7. If you needed a quotation to use in your speech conclusion, which of the following would
   be the best reference source to consult?
   a. Sayings of the Famous
   b. International Who’s Who
   c. World Almanac and Book of Facts
   d. Webster’s Unabridged Dictionary
   e. Bartlett’s Familiar Quotations

8. Newspaper and periodical databases
   a. catalog articles from a large number of newspapers, journals, and magazines.
   b. are valuable for locating materials in encyclopedias and other reference works.
   c. often provide abstracts and full texts of articles.
   d. all of the above.
   e. a and c only.
9. A(n) ___________ is a research aid that catalogues articles from a large number of scholarly journals.
   a. abstract
   b. biographical aid
   c. reference work
   d. academic database
   e. keyword index

10. Academic databases are the best place to look for
   a. high-quality Web resources.
   b. articles in scholarly journals.
   c. statistics about colleges and universities.
   d. encyclopedias and other reference works.
   e. numerical data about life in the United States.

11. As part of the research for her informative speech on the Chinese workplace, Dana needs to find recent articles published in scholarly journals. The best resource for her is a(n)
   a. academic database such as JSTOR or Google Scholar.
   b. yearbook such as Facts on File or World Almanac.
   c. government resource such as the World Factbook.
   d. all of the above.
   e. b and c only.

12. Colin wants to find scholarly research on eating disorders. The best place for him to look is in
   a. government resources.
   b. newspaper and periodical databases.
   c. academic databases.
   d. biographical aids.
   e. encyclopedias.

13. A(n) ___________ is a summary of a magazine or research article, written by someone other than the original author.
   a. citation
   b. abstract
   c. overview
   d. paraphrase
   e. reference

14. According to your textbook, when is it appropriate to cite an abstract of a magazine or journal article in your speech rather than locating and reading the full article?
   a. never
   b. when the article is more than five years old
c. when the article is not available on a computerized database
d. when the only copy of the article is on the bookshelves
e. when the article is short enough to be summarized in one paragraph

15. According to your textbook, you can make a Google search more precise by
   a. developing a search strategy.
   b. putting phrases in quotation marks.
   c. joining search terms with plus signs.
   d. all of the above.
   e. a and c only.

16. Which of the following does your textbook recommend for narrowing a Google search to make it more effective?
   a. Develop a strategy to search for specific terms you want to find.
   b. Put phrases in quotation marks and connect them with plus signs.
   c. Explore specialized Google resources such as news, books, and scholar.
   d. all of the above
   e. a and c only

17. The search engine that makes it easy to find high-quality Web resources by combining Internet technology with traditional library methods of cataloguing and assessing data is known as a(n)
   a. abstract index.
   b. virtual library.
   c. periodical database.
   d. digital reference.
   e. electronic catalogue.

18. A __________ is a search engine that combines Internet technology with traditional library methods of cataloguing and assessing data.
   a. cybercatalogue
   b. metasearch engine
   c. virtual library
   d. reference locator
   e. Web crawler

19. As your textbook explains, virtual libraries are valuable for speech research because they
   a. focus attention on factual material such as statistics.
   b. contain higher quality information than do regular search engines.
   c. allow a researcher to locate more sources than do regular search engines.
   d. all of the above.
   e. b and c only.
20. As explained in your textbook, a virtual library is
   a. essentially the same as a bibliography.
   b. a search engine that screens resources for quality and reliability.
   c. another name for the Internet, with its vast quantity of resources.
   d. a term for all the books that have been scanned by Google.
   e. a collection of resources available for e-readers such as Kindle or Nook.

21. The best source of information about federal, state, local, and tribal governments in the United States is
   a. USA.gov.
   b. ProQuest.
   c. Who's Who.
   d. InfoTrac.
   e. Yahoo.

22. The best source for numerical data about the social, political, and economic aspects of American life is
   a. Bibliography Express.
   b. Encyclopedia Americana.
   c. International Almanac.
   e. Statistical Abstract.

23. If you were giving a speech and needed to know the number of people who die each year in the United States from accidental drowning, which of the following would be the best source to consult?
   a. Current Biography
   b. Bibliography Express
   c. Statistical Abstract
   d. Webster's Geographical Dictionary
   e. Encyclopaedia Britannica

24. If you needed to learn the number of Americans who own cell phones, which of the following would be the best source to consult?
   a. Encyclopedia Americana
   b. U.S. News and World Report
   c. Statistical Abstract
   d. Who's Who in America
   e. World News Connection

25. According to your textbook, Wikipedia is
   a. now considered as reliable as print encyclopedias.
   b. relied upon by journalists as their sole source of information.
c. the largest source of government documents on the Internet.
d. all of the above.
e. a and c only.

26. As your textbook explains, one advantage of Wikipedia is that
   a. it is the largest source of government documents available on the Internet.
   b. many articles have footnotes, reference lists, and links to other resources.
   c. it contains so much information that you don’t need any other sources.
   d. all of the above.
   e. b and c only.

27. What are the three criteria discussed in your textbook for assessing the soundness of
documents found on the Internet?
   a. length, accuracy, and graphics
   b. interactivity, objectivity, and authorship
   c. graphics, sponsorship, and accuracy
   d. creativity, reliability, and length
   e. authorship, sponsorship, and recency

28. According to your textbook, the three criteria for judging the reliability of research
documents located on the Internet are authorship, sponsorship, and
   a. interest.
   b. formality.
   c. interactivity.
   d. recency.
   e. graphics.

29. According to your textbook, the three criteria for judging the reliability of documents
located on the Internet are recency, authorship, and
   a. indexing.
   b. sponsorship.
   c. interactivity.
   d. graphics.
   e. creativity.

30. If you can’t identify the author of a document on the Internet, your textbook recommends
that you
   a. look up the year the document was published.
   b. bookmark the document and return to it later.
   c. try to determine the sponsoring organization for the document.
   d. double check the accuracy of the document’s URL.
   e. search for the document in the library.
31. While doing research for his speech, Aaron was not able to identify the author of an Internet document titled “What Can and Cannot Be Patented.” According to your textbook, what should Aaron do next to assess the credibility of the document?
   a. Search for the document in the library.
   b. Look up the year the document was published.
   c. Try to determine the sponsoring organization for the document.
   d. Double-check the accuracy of the document’s URL.
   e. Make sure the document is on a news site.

32. The __________ is the group that, in the absence of a clearly identified author, is responsible for the content of a document on the Internet.
   a. webmaster
   b. virtual author
   c. sponsoring organization
   d. electronic patron
   e. ghostwriter

33. Which of the following questions should you ask about the sponsoring organization of an Internet document?
   a. Is the organization economically unbiased with respect to the issue?
   b. Is the organization objective in its research and fair-minded in its statements?
   c. Does the organization have a history of accuracy and nonpartisanship?
   d. all of the above
   e. a and b only

34. Which of the following would lead you to doubt the objectivity of a sponsoring organization for an Internet document?
   a. The organization has expressed similar opinions in the past.
   b. The organization benefits financially by promoting its position on the issue.
   c. The organization is known for positions that are politically unpopular.
   d. all of the above
   e. a and c only

35. As explained in your textbook, which of the following should lead you to question the objectivity of a sponsoring organization for an Internet document?
   a. The organization’s homepage doesn’t contain an “About” link explaining its founders, purpose, and philosophy.
   b. The organization benefits financially by promoting its stance on the issue.
   c. The organization often expresses positions that are known to be politically controversial.
   d. all of the above
   e. a and b only
36. You have found statistics on the Internet that you would like to use in your speech. Before you do, you need to make sure that
   a. they come from a credible author or sponsoring organization.
   b. you can find the date on which they were published, posted, or updated.
   c. the statistics are recent enough to make them reliable for your speech.
   d. all of the above.
   e. b and c only.

37. The most important task when preparing to conduct a research interview is
   a. devising questions to ask during the interview.
   b. deciding whether or not to record the interview.
   c. choosing what to wear during the interview.
   d. selecting an appropriate interviewing style.
   e. deciding whether to take notes during the interview.

38. Which of the following does your textbook recommend for conducting a research interview?
   a. Show up on time.
   b. Keep the interview on track.
   c. Keep to the agreed time limit.
   d. all of the above
   e. a and c only

39. According to your textbook, when preparing questions for a research interview, you should
   a. avoid questions you can answer without the interview.
   b. organize questions alphabetically by subject.
   c. arrange questions in the order you want to ask them.
   d. all of the above.
   e. a and c only.

40. According to your textbook, which of the following is a guideline for preparing a preliminary bibliography?
   a. Write a brief note on why the source may be valuable for your speech.
   b. Include only those sources that you are certain to use in your speech.
   c. Try to get as many sources as possible on each index card or sheet of paper.
   d. all of the above.
   e. b and c only

41. The preliminary bibliography
   a. is based on the speaker’s personal knowledge about the topic.
   b. lists each source that looks as if it might be helpful in speech.
   c. should be prepared after the speaker has finished researching the speech.
   d. should contain a maximum of three or four sources.
When taking research notes, you should
a. take only a few notes so you do not get too much information.
b. put all the notes from each source on a single index card or sheet of paper.
c. **distinguish among quotations, paraphrases, and your own ideas.**
d. record notes only when you’re sure you’ll use the information in your speech.
e. **all of the above.**

When taking research notes, you should
a. put all notes from each source on a single index card or sheet of paper.
b. record notes only when you’re sure you’ll use the information in your speech.
c. **take all notes as direct quotations.**
d. all of the above.
e. **none of the above.**

Which of the following is most likely to help you take research notes efficiently?
a. Put all your notes from each source on a single index card or sheet of paper.
b. Use a subject heading on each note to indicate what the note is about.
c. Take plenty of notes, even if you are not sure you will need all the information.
d. all of the above.
e. **b and c only**

Ivan has decided to give his persuasive speech on stem cell research. Which of the following tips for doing research discussed in your textbook should he keep in mind as he works on the speech?
a. **include a subject heading on each note.**
b. put all the information from each source on a single note.
c. use a different format for notes from Internet sources and library documents.
d. all of the above.
e. a and c only.

Antonio is researching his speech on West Nile Virus. According to your textbook, Antonio should
a. make a preliminary bibliography.
b. think about his research materials as he is gathering them.
c. distinguish among direct quotations, paraphrases, and his own ideas.
d. **all of the above.**
e. a and c only.

Claudia is researching her speech on the use of hydrogen fuel cells as an energy source. According to your textbook, Claudia should
a. make a separate entry for each note.
b. take notes only from sources she knows she will cite in the speech.
c. distinguish in her notes between paraphrases and direct quotations.
d. all of the above.
e. a and c only.

Short-Answer Questions

1. A(n) _______________ is a summary of a magazine or journal article, written by someone other than the original author.
   abstract

2. According to your textbook, when is it appropriate to cite an abstract of a magazine or journal article in your speech rather than locating and reading the full article?
   One should never cite an article in a speech on the basis of the abstract alone.

3. A _______________ is a search engine that combines Internet technology with traditional library methods of cataloguing and assessing data.
   virtual library

4. The _______________ is the group that, in the absence of a clearly identified author, is responsible for the content of a document on the Internet.
   sponsoring organization

5. What are the three criteria discussed in your textbook for assessing the soundness of documents found on the Internet?
   a. 
   b. 
   c. 
   
   authorship
   sponsorship
   recency

6. What two things does your textbook advise you to do after you conduct a research interview?
   a. 
   b. 
Review your notes as soon as possible. Transcribe your notes in the same format as the rest of your research.

7. What are three guidelines explained in your textbook for taking research notes efficiently?
   a. 
   b. 
   c. 

   Options include:
   Take plenty of notes.
   Record notes in a consistent format.
   Make a separate entry for each note.
   Distinguish among direct quotations, paraphrases, and your own ideas.

8. When doing research, you should prepare a ________________ that includes all the books or articles you find that look as if they might be useful in your speech.

   preliminary bibliography
Essay Questions

1. What is a reference work? Identify and explain three of the kinds of reference works discussed in your textbook.

2. Identify and explain the three criteria discussed in your textbook for assessing the soundness of documents found on the Internet.

3. When is an interview an effective means of gathering information for a speech?

4. Your textbook describes six steps an interviewer should take during a research interview to help make the interview process go smoothly. In a well-developed essay, identify and explain four of these steps.

5. Once an interview is over, the interviewer still has two major tasks to complete the interview process. What are they and why are they important?

6. What is a preliminary bibliography? Why is preparing a preliminary bibliography an important step in researching a speech?

7. Your textbook calls Wikipedia a “special case.” Explain what makes this research resource unique and discuss how researchers can use it responsibly.

8. Identify and explain the four guidelines presented in your textbook for taking research notes efficiently.