



# **Preparation Manual**

## **Speech 7–12 (129)**

**Overview and Exam Framework**  
**Sample Selected-Response Questions**  
**Sample Selected-Response Answers and Rationales**

























































































- A. Paraphrasing the directions
- B. Listening for further directions
- C. Focusing solely on the minor details
- D. Refraining from asking questions

**Answer**

**Option A is correct** because paraphrasing is a particularly important and appropriate response to show that the receiver understood the message. **Option B is incorrect** because listening for further directions does not clarify the student's understanding of the teacher's message. **Option C is incorrect** because focusing solely on the minor details does not clarify the student's understanding of the directions and may not enable the student to understand the larger context of the directions. **Option D is incorrect** because if the student does not ask any questions, he or she may misunderstand the directions.

40. A parent wants to address the school board on an issue involving math tutorials and have the board discuss the matter. The school board follows parliamentary procedure. Which of the following should the parent do to ensure that the school board will address his or her concerns?

- A. Contact the board secretary at least three days before the meeting and ask to have the issue put on the agenda
- B. Attend the meeting and speak about the issue during the open-discussion period
- C. Wait for the new-business portion of the agenda to be announced and rise to speak about the issue
- D. Contact a school board member directly and ask for time to speak about the issue at the meeting

**Answer**

**Option A is correct** because an item must be on the agenda in order to be discussed by the school board. **Option B is incorrect** because board members cannot discuss an item during the open-discussion part of the meeting. **Option C is incorrect** because members of the audience (visitors) who are not on the agenda may not speak during the regular part of the meeting. **Option D is incorrect** because individual board members cannot set the agenda without taking due process steps, such as contacting the secretary in advance to request a topic's inclusion on the agenda.