



COMS 100 – Public Speaking (5737)  
Room – MUS 210  
Instructor: Larry Leach  
Office Phone: (310) 660-3593 x3716  
Website – www.professorleach.com  
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Meeting times: T-TH 2:00p – 3:25p

Required Text: A Concise Public Speaking Handbook 5<sup>th</sup> Ed  
Author: Beebe & Beebe

Materials: 1 Pack 3x5 Index Cards & 2 Scantron 882E

<p><b>Office Hours &amp; Location:</b> MUS 132E  <b>M/W:</b> 8:30a – 9:30a  <b>M/W:</b> 2:30p – 3:00p  <b>T/Th:</b> 8:30a – 9:30a</p> <p><b><u>COURSE DESCRIPTION</u></b></p> <p>In this course students will compose, present, and evaluate original speeches. Emphasis is placed on audience analysis, topic selection, research, evidence, organization, delivery, and critical analysis of persuasive communication. Students are required to attend out-of-class speaking events.</p> <p><i>3 units; 3 hours lecture</i>  <i>Recommended Preparation: eligibility for English 1A</i>  <i>Credit, degree applicable - Transfer CSU, UC</i></p>	<p><b><u>STUDENT LEARNING OUTCOMES (SLO):</u></b></p> <p>Upon completion of course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Prepare and deliver speeches that contain informative and/or persuasive components with a clear thesis, logical organization of main points, credible sources, supplemental audience-based visual aid/s, and a citation page.</li> <li>2. Exhibit basic competency in both verbal and non-verbal delivery skills.</li> <li>3. Evaluate speeches for organization, sound reasoning, and verbal and non-verbal delivery skills</li> </ol>
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**Instructor Contact** – Please ONLY use the email provided – [info@professorleach.com](mailto:info@professorleach.com) to send class correspondence

**Classroom Rules/Conduct:**

- Please turn off/silence all phones prior to the start of the class & keep stored during the class meeting
- Be respectful of others during class. Students are expected to adhere to the El Camino College Student Code of Conduct

**Attendance & Participation:** *Attendance is taken each class meeting.*

- Please fill in the front empty seats during class meetings; it will be required on speaking/student presentation days
- Missing class on speech days is subject to a 10% penalty on score
- Attendance is expected, students who exceed 10% of the scheduled class meetings **MAY** be dropped with a “W” or receive a grade reduction up to a failing grade.
- Missing your speech order or skipping class on any presentation day will reduce that score by 10%

**Arriving late & Leaving Early** also applies to absence count. If you wish to drop it’s **YOUR** responsibility to make sure you have been dropped by the deadline.

Students should actively participants in class, examine, explore & critique ideas, concepts and theories. In order to participate in class discussion, assigned readings should be completed by the start of class.

Perfect Attendance (no absences of any kind or late arrivals = 25 bonus pts)

**Academic Dishonesty / Plagiarism:**

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. If you plagiarize, you are cheating yourself and if you are caught cheating or using others work without crediting them, you will face a minimum penalty of a failing grade on the assignment.

**Outside work MUST be typed**

If you don't have access to a computer or printer outside of school, you will need to use the computer lab or make arrangements in order to complete the assignments on time. **I WILL NOT PRINT OUT ASSIGNMENTS FOR YOU**

**Make Up Work:**

Make up will only be allowed if arrangements are made **PRIOR** to a missed speech or exam. The presentations will not stop to wait for you, everyone must be ready and on time on the first speech day.

**Speech Outline Policy:**

Outlines must be turned in by due date in order to receive credit

Speech outlines are required to present Informative and Persuasive speeches

Late outlines will NOT receive a score (***You must still submit an outline by the time you are called in order to do your speech***)

**\*Speeches must be presented with no appearance distractions and using 3-5 (3x5 inch) index/note cards. Outlines will not be allowed during presentations**

**Important dates:**

- Feb. 23 Last day to drop without a "W"

- May 11 Last day to drop with a "W"

<u>Graded Assignments</u>	<u>Grade Scale</u>
Introduction speech 25 _____	581 – 650 = A
Who am I Speech (Culture bag) 50 _____	517 – 580 = B
Impromptu speech 50 _____	452 – 516 = C
Hero speech 50 _____	387 – 451 = D
*Informative speech w/Outline 100 _____	Below 386 = F
*Persuasive speech w/Outline 100 _____	Missing informative speech = Drop from course
Midterm 100 _____	Missing Persuasive Speech = Failing Course Grade
Final Exam 100 _____	Missing any other speech = **(-100pts)
Chapter Quizzes (4x10pts) 40 _____	
<u>In Class activities</u> 35 _____	
<b>Total Possible 650 _____</b>	
<b>*Recorded speeches</b>	
***See Required Speech Observation Details	**In addition to the missed value of the speech

**Course Objectives:**

- 1.) Analyze the function and application of the communication model
- 2.) Organize a speech employing purpose, thesis statement, audience analysis and reliability of source information
- 3.) Analyze and demonstrate good listening skills
- 4.) Analyze the causes of and methods for controlling communication apprehension
- 5.) Analyze and employ sound evidence.
- 6.) Analyze the function and organization of an informative speech.
- 7.) Demonstrate effective performance techniques in the following areas: Eye contact, stance, body control, hand/leg movements, vocal variation & visual aids.
- 8.) Analyze the function and organization of a persuasive speech and differentiate persuasive speaking from other forms of communications.
- 9.) Organize, analyze and apply inductive and deductive reasoning to the organizational format of a persuasive speech **10.)** Demonstrate impromptu speaking abilities.

**The instructor will follow & adhere to the syllabus unless unforeseen circumstance arises and reserves the right to adjust/change the syllabus should it be warranted & will alert the class promptly**

**Info/concepts/Key Terms from the text & class may be reviewed at the start of class**

**\*Quizzes are the 1<sup>st</sup> 10 minutes of class on the listed day & are not eligible for make-ups**

**Week 1 – Feb 13 – 15**

Review of syllabus, course intro/introductions, Handout

**Chap 1** – Intro to public speaking

**Chap 2** – Speaking with confidence

**Week 2 – Feb 20 – 22 – Discuss and assign Who Am I speeches**

**Chap 4** – Ethics and Free Speech

**Chap 15** – Using words well

**\*Quiz 1 (Chap 1,2,4,15)**

**Chap 8** – *Developing your speech*

**Chap 3** – *Presenting your First Speech*

**Week 3 – Feb 27 – 29**

**Chap 16-19** – Delivering your speech

Preparing To Speak in Public + **Delivery Activity**

**Week 4 – March 6 – 8**

**\*Who Am I Speeches\***

**\*Who Am I Speeches\***

**Week 5 – March 13 – 15 – Hero Speech Review**

**\*Quiz 2 (Chap 3,8, 16-19)**

**Chap 22** – Speaking to inform

**Chap 9 – 10** (*Supporting your speech*)

**Week 6 – March 20 – 22 – Informative speech (Review guidelines)**

**Hero Speeches**

**Hero Speeches**

**Week 7 – March 27 – 29**

**Midterm Exam (Chap 1-4,8-10, 15-19, 22)**

**Chap 11** – Organizing Your Speech

**Week 8 – April 3 – 5 - Info Speech Sign-up & topics due**

Research tips and prep for Speeches (*Computer Lab*)

**Chap 12** – Outlining + Outline Activity

**SPRING BREAK – April 7 – 13**

**Week 9 – April 17 – 19**

**Chap 13 – 14 – Intros & Conclusions** + Info speech prep activity (*Outline Draft Due*)

**\*Quiz 3 (Chap 11-14)**

Informative speech reviews – **Final Outlines Due!!! (Thur)**

**Week 10 – April 24 – 26**

**\*Informative Speeches\* No Outline = No Speech!!**

**\*Informative Speeches\* No Outline = No Speech!!**

**\*\**(Review Persuasive Guidelines over weekend)***

**Week 11 – May 1 – 3**

***Persuasive Speech Guidelines***

**Chap – 23** Principles of Pers. Speaking – **Chap – 24** Using Pers. Strategies

**Chap – 5 – 7** Listening, Analyzing & adapting to audience

**Week 12 – May 8 – 10 – Pers. Topics Due**

**Chap 6 & 7** – Analyzing & adapting to your audience

Research tips and prep for Speeches (*Computer Lab*)

**Week 13 – May 15 – 17**

\*Quiz 4 (Chap 5-7, 23, 24)

***Persuasive Speech Activity Outline Draft Due (Tue)***

**Chap – 20-21** Presentation Aids ***Final Outline Due (Thur)***

**Week 14 – May 22 – 24**

\*Persuasive Speeches\*

***No Outline = No Speech!!***

**Week 15 – May 29 – 31**

*Pers. Cont. (If Needed) Chap 25 – 26*

***Impromptu Speech Review/Activity***

**Week 16 – June 5 – 7**


**Impromptu Speeches**


*Impromptu Cont. If Needed – Final Exam Chap (5-7,11-14 20-21, 23-26)*

**\*\*ATTENTION\*\***

All COMS 100 Students are required to attend two (2) outside of class speech activities as a part of the course curriculum.

**The dept. presents two events to satisfy this requirement by attending & submitting yellow attendance form**

	<p><b>#1 Speech – Curtis Zimmerman – Date – March 15<sup>th</sup> @7pm.</b> <b><i>Mime, Juggle &amp; Inspirational Speaker Encouraging others to “Live the Dream”</i></b></p> <p>Tickets available at the Marsee Auditorium or Online at the Center for the Arts website \$10 Student Price w/ID (<i>in advance</i>) - \$15 Day of or w/Student ID &amp; ASB Sticker</p>
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	<p><b>#2 Speakers Forum – Date – March 29 @ 7:00 p.m.</b></p> <p>The award-winning Forensics Team demonstrate individual competitive speaking events.</p> <p>Tickets available at the Marsee Auditorium or Online at the Center for the Arts website Tickets \$12 in advance w/ Student ID (<b><i>Additional Fees may incur on Day of Event</i></b>)</p>
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– ***Missing one outside of class speech observation = 5% grade deduction from final grade***

– ***Missing two outside of class speech observations = 10% grade deduction from final grade***

**Alternative options require a written report and will ONLY be discussed during office hours**

# **SPEECH ASSIGNMENT DESCRIPTIONS**

**Guidelines for each speech will be provided when it is introduced and reviewed in class**

## **INTRODUCTION SPEECH**

The introduction speech is brief and will be the first speech that will be completed during the semester by each student in the class. Details will be provided during the first class meeting.

## **WHO AM I SPEECH**

You will share a collection of artifacts and items that describe you. The “bag” or carrier can also be an expression of you and your interests. You may include items that exemplify historical events for you and your family, important events in your life, hobbies, and interests. Collect items from your home, your car, etc. Try to include about 5-7 items with the bag.

## **HERO SPEECH**

You will present a 2-3 minute speech to the class. Please do not take the term “hero” literally. You are simply to choose a person from your life (Other than yourself) who has had some influence on you. This may be someone you know or someone you have never met who has influenced your life in some way.

## **INFORMATIVE SPEECH**

You will present a 5-7 minute informative speech on a topic of your choice. In this speech you should educate and inform your audience on a particular topic to give them a better understanding of it. You are required to cite at least 5 sources. Specific detailed guidelines will be provided during the introduction and discussion of the assignment in order to help with content development, organization and delivery of this speech.

## **PERSUASIVE SPEECH**

You will present a 6-8 minute persuasive speech on a topic of your choice. In this speech you should motivate your classmates to change their attitudes and behavior toward your topic. You are required to cite at least 5 sources. Specific detailed guidelines will be provided during the introduction and discussion of the assignment in order to help with content development, organization and delivery of this speech.

## **IMPROMPTU SPEECH**

The impromptu speech will be completed in a single class period with each speaker having a limited amount of time to prepare for a random topic. Despite the nature of this type of speech it is typically one of the most exciting speeches completed during the semester. Specific detailed guidelines will be provided during the introduction and discussion of the assignment in order to help with content development, organization and delivery of this speech.

## ***SPEECH/ASSIGNMENT DISCLAIMER***

**Students are expected to make a reasonable effort to complete well-prepared and developed speeches based on the provided guidelines.**

## **ADA Compliance**

Accommodations: It is the policy of the El Camino Community College District to encourage full inclusion of people with disabilities in all programs and services (BP1600 and BP4055). Students with disabilities who believe they may need accommodations in this class should contact the ECC Special Resource Center at (310) 660-3295 as soon as possible to ensure that they are able to fully participate

## **Title IX Employee Reporting Obligations**

You should know that if you reveal gender-based or sexual harassment, sexual assault, stalking or intimate partner violence to any instructor, we are required by law to report the problem to the Office of Staff and Student Diversity. However, psychologists are not required to report to the Office of Staff and Student Diversity. You can call the Student Health Center at 310.660.3643 or visit their website: <http://www.elcamino.edu/student-services/health>.

## **Student Resources and Student Success Act**

Student Resources: Your success is the number one priority at El Camino College. College resources to help you succeed include computer labs, tutoring centers, health services, and services for designated groups, such as veterans and students with disabilities. For a comprehensive list of Academic Resources and Support Programs, visit: [http://www.elcamino.edu/administration/vpas/aims/aims\\_docs/ARSP.pdf](http://www.elcamino.edu/administration/vpas/aims/aims_docs/ARSP.pdf)

Student Success Act: New state regulations may affect your eligibility for financial aid, your registration priority, and your ability to repeat classes. For more information, visit: [http://www.elcamino.edu/administration/vpas/aims/aims\\_docs/S3PF15.pdf](http://www.elcamino.edu/administration/vpas/aims/aims_docs/S3PF15.pdf). After completing 15 units or prior to the end of the third semester, all students must declare a major and complete a comprehensive educational plan. Schedule an appointment to see a counselor for an up-to-date educational plan by visiting: <https://www.elcamino.edu/student-services/co/appointments.asp>.



## “HERO” SPEECH INSTRUCTIONS

**Topic Choice:** Please do not take the term “hero” literally. You are simply to choose a person from your life **(OTHER THAN YOURSELF)** who has had some influence on you. This may be someone you know or it may be someone you have never met who has influenced your life in some way.

**Time Limit:** You are limited to 3 minutes maximum. This is not a lot of time so after you have developed your ideas for your speech and organized the format, you need to practice (out loud) to test for time. I **strongly** recommend that you practice to listen for “uhms,” “ahs,” “you knows,” etc. that diminish your effectiveness as a speaker.

**Delivery:** **DO NOT MEMORIZE YOUR SPEECH!!!** Reasons for this have been explained in class.

**Preparation:** I’ll be blunt. If you don’t prepare, there are many consequences, but Here are three that are guaranteed:

- 1) You will not feel in control of the material. This will increase your nervousness and you won’t do as well as you are capable of and your confidence will be affected.
- 2) Your audience will be cheated from the great listening experience they may have had if you had given your all. They Will feel you are wasting their time.
- 3) Your instructor knows the difference between nerve problems and lack of preparation. I will be sympathetic to nerves because I will see the preparation, but I will not be sympathetic to a lack of preparation and your grade will be affected. “Winging it” is not a good option.

# LOCAL HERO SPEECH FORMAT

Time Limit: 3 minutes (Maximum Time)

Notes are limited to one 3x5 index/notecard

## OUTLINE FORM

Introduction

### **Attention-getting Step**

Lead your audience to "meeting" the person you have chosen to speak about

Explain who they are and why you chose them

### **Topic Revelation/Thesis Statement:**

"Today I am going to tell you why \_\_\_\_\_ is my hero

### **Preview of Points**

Three reasons that I have chosen \_\_\_\_\_ as my hero are \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_."

Body

#### I. Reason #1

A. Give an example or anecdote that illustrates the characteristic

Transitional Statement: Example: "Not only has my father been an inspiration to me, he has always offered me support."

#### II. Reason #2

A. Example or anecdote

Transitional Statement: "Finally," or "The last characteristic I would like you to know about my father is that he has taught me patience."

#### III. Reason #3

A. Example or anecdote

Conclusion

Provide some kind of closure that summarizes points and creates a lasting thought



## Who Am I Speech - Culture Bag

“Who Am I” speech – **Time:** 3-5 Minutes **Point Value:** 50pts

You will share a collection of artifacts and items that describe you. The “bag” or carrier can also be an expression of you and your interests. You may include items that exemplify historical events for you and your family, important events in your life, hobbies, and interests. Collect items from your home, your car, etc. Try to include about 5-7 items with the bag.

As you develop your speech you can create main points by considering some of the following items to address:

- What is the origin of my family name?
- What are some hobbies that I enjoy?
- What stories have been passed down?
- What cultural traditions have been handed down in your family?
- Artifacts that represent your culture and what they mean to you?
- What are things who have made me who I am today?
- What historical events affected your family most (cultural events, etc).

The purpose of this speech is to share with the audience things that make you who YOU are.

This is a graded speech worth 50 points you will be graded on ability to develop the proper speech structure including, 3 parts of the speech (Introduction/Body/Conclusion) and their elements that have been discussed in class, relevant content, smooth flow through your speech, good delivery elements and anxiety management.

This speech allows for creativity in your thinking and speech development as long as your content is appropriate and adheres to the goal of representing you.

### **Delivery**

#### **Style**

In this speech, you will be speaking extemporaneously in front of the audience. You may use note cards to help guide your delivery. Deliver speech using not more than three (3) note cards for this speech. You will be graded on how well you communicate directly with the audience. The following will be taken into account: animatedness and enthusiasm, physical groundedness, eye contact with audience, voice (speed, volume, vocal variety, diction), nonverbal and verbal cues inspiring credibility in your audience.

## Impromptu Speech Guidelines

For the impromptu speech you will need to include the following elements in your presentation. These are the areas that you will be graded on. This speech is worth up to 50 points.

### **\*\*Important\*\***

You need to incorporate some type of structure to the impromptu speech you develop. There are samples in the text

We will be doing simple topic or impromptu sales speeches as described in the text.

The duration of the speech will be 2-3 minutes in length

### **Introduction**

1. Attention Getter
2. Topic Revelation Statement (TRS)
3. Preview of Points

### **Body**

- I. First Main Point  
Supporting point
- II. Second Main Point  
Supporting Point
- III. Third Main Point  
Supporting Point

### **Conclusion**

1. Summary of Points
2. Restate attention getter or TRS
3. Closing statement

# GUIDELINES FOR INFORMATIVE SPEECHES

You are to present a 5-7 minute informative speech on a topic of your choice. Below are some guidelines to consider regarding the content, organization and delivery of this speech.

***WHAT YOU TURN IN: For this speech you must turn in a final draft of a formal preparation outline that matches the format and criteria of the sample outline. Late outlines and those that don't match the format will not be graded. Remove headers/footers before printing (ie, google.docs)***

***Also, this speech will be recorded so that you can review your performance in order to identify your strengths and weaknesses***

## **CONTENT**

### **Choosing a topic**

For this speech you inform, enlighten, teach or educate your audience about your chosen topic.

Choose a topic from the approved informative speech topic list at [www.professorleach.com](http://www.professorleach.com) that interests you, or a topic you already know something about. A minimum of 5 non-web academic sources of information are required during your speech.

Be original in your choice of a topic, you should provide me with your topic choices by the due date (E-mail is ok). I will approve topics on a first come, first serve basis, and will only allow one person per topic. (it is best to email me as soon as you decide.) When you turn in your topic choices, make sure you list backup topics, in case your first choice is unsuitable or unavailable.

### **Audience analysis**

You should design your speech for the students of this class. If you wish to create your speech with a different audience in mind, consult your instructor. Your speech should take into account the knowledge level and interests of your audience as well as audience demographics (gender, ethnic identification, political affiliation, etc.) relevant to your topic.

### **Supporting material**

You need material to support your main ideas, such as specific facts and figures, statistics drawn from credible sources, illustrative stories, personal interviews and testimony, etc. Make sure you provide the audience with a variety of types of supporting material, from a variety of sources.

You will be perceived as more credible if you cite sources of information with the audience. Make sure you include these sources in your outline as you intend to say them, not as parenthetical documentation.

### **Language**

Your choice of language will be factored into your grade. Be aware that you need to use grammatically correct, formal English, avoiding slang. Also avoid "like's "you knows" and other colloquial speech, as these may cause you to be perceived as a less credible speaker. Choose language that is clear, concise, vivid, and imaginative.

## **ORGANIZATION**

### **Outline**

You are to hand in a typed, double-spaced, full sentence outline by the identified due date. Please pay careful attention to the content, format and organization of your outline. Your outline should contain the same content as your speech, so pay attention to the detail and the amount of time you put into preparing your outline. Make sure you cite your five sources in the text of the speech outline, **AND** include MLA-formatted sources in a Works Cited page, attached to your outline. ***(Must have minimum of 5 non web academic sources. No web sources are allowed for the speech so select a topic accordingly. (Use of web sources or sites like Wikipedia will not qualify as a source and inclusion on your outline/works cited will disqualify you from receiving a score on your speech)***

## **Outline Cont.**

Your outline is required to present your informative speech and must adhere to the full sentence preparation outline formatting of the sample outline in order to be eligible to present. **REMEMBER**, if you do not hand in an outline, you will not be allowed to speak.

Any outlines submitted after the final outline due date will result in a 10% deduction on the speech grade, but **MUST** still be submitted before your speech begins in order to present.

Informative speech outlines should be full sentences and formatted & structured using the sample informative outline provided. Outlines that do not meet the formatting standards must be revised to present. Assistance on outlines can be received during office hours or in the writing center in the Humanities building or the library-tutoring center.

## ***DELIVERY***

### **Style**

For this speech, you will speak extemporaneously in front of the audience. You can use up to **THREE NOTE CARDS (ONE SIDE ONLY)** for this speech. You will be graded on how well you communicate directly with the audience.

The following will be taken into account: energy and enthusiasm, anxiety management, physical movement, eye contact with audience, voice (speed, volume, vocal variety, diction), professional appearance, and nonverbal and verbal cues inspiring credibility in your audience.

### **Rehearsal**

It will help if you are able to rehearse several times prior to your speaking date. I recommend that you begin rehearsing your speech from your note cards at least a week before you speak. You should rehearse with a partner at least one time before you speak, and hand in your rehearsal notes on the day of your speech. Remember--the more people you are able to rehearse with (or in front of) the more feedback you will get, and the more you will be able to improve your speech.

### **Appearance - (This grade criteria is subjective and at the discretion of the instructor)**

Will also be factored into this grading criteria, take your appearance into consideration prior to your presentation. If you are informing of something that has specific attire, you can wear that or dress as through you are presenting to a professional audience.

### ***Appearance Standards for Informative Speech***

-Professional dress is required (*Slacks/Dockers & button up/collared shirts males, Interview attire for females*)  
- *No jeans (of any kind), - No athletic attire, - No T-Shirts, - No Shorts, - No hats/hoods, - No Sunglasses,*  
- *No Flip-flops, Sneakers or Casual shoes, - No Gum, - No big logos, - No Yoga Pants/leggings,*

\*Your appearance grade is also based on perception, if it seems as though you are not adhering to the appearance criteria it will result in a 10pt grade deduction. (***Plan Accordingly***)

## ***ATTENDANCE ON SPEECH DAYS***

Audiences are needed for speeches and students are expected to participate in the speaking process for themselves and for the other speakers.

\*\*Students who are absent, late on each speaking day or miss more than half of a class meeting on any of the speaking days (including any rollover speeches) are subject to a 10% penalty on their speech score.

\*The students determine the order of delivery for the major speeches. Adjustments in the order are not permitted and exceptions will only be considered on a per case basis if presented to the instructor prior to the speaking date.

# GUIDELINES FOR PERSUASIVE SPEECHES

You are to present a 6-8 minute speech on a persuasive topic of your choice that **represents a problem** in our society. In this speech you should motivate your classmates to change their attitudes or behavior toward your topic. You are required to cite at least **5 sources**.

**WHAT YOU TURN IN:** For this speech you **MUST** turn in your outline the class meeting prior to the start of speech presentations. Any late outlines (after the class meeting) will not be scored.

## CONTENT

### Choosing a topic

Choose a topic that presents a problem in society, which you feel strongly about.

On or before the due date, you should provide me with the following:

- Your position on the topic (pro/con).
- A short statement with your argument.

Each student should have a unique/different topic that is research friendly

### Audience analysis

You'll want to consider your audience, values, behaviors and beliefs regarding your topic.

### Supporting material

Use a variety of supporting material in your speech.

Persuasive speaking requires a good deal of research. You must cite a minimum of **five** non-web credible sources during your speech, websites will not be counted toward source requirements.

(Database periodicals and printed newspapers will count as non-web.)

### Language

Your choice of language will be factored into your grade. Use language to build your credibility as a speaker by choosing language that is clear, concise, concrete, vivid, and exciting.

## DELIVERY

### Style

Delivery is importance in persuasive speaking. If you are not perceived as trustworthy, knowledgeable, and interesting, neither will your topic. You will be graded on how well you communicate directly with the audience.

### Appearance - (This grade criteria is subjective and at the discretion of the instructor)

Will also be factored into this grading criteria, take your appearance into consideration prior to your presentation. If you are informing of something that has specific attire, you can wear that or dress as through you are presenting to a professional audience.

### ***Appearance Standards for Informative Speech***

- Professional dress is required (*Slacks/Dockers & button up/collared shirts males, Interview attire for females*)
- *No jeans (of any kind), - No athletic attire, - No T-Shirts, - No Shorts, - No hats/hoods, - No Sunglasses,*
- *No Flip-flops, sneakers or casual shoes, - No Gum, - No big logos, - No Yoga Pants/leggings,*

\*Your appearance grade is also based on perception, if it seems as though you are not adhering to the appearance criteria it will result in a 10pt grade deduction. (**Plan Accordingly**)

### Speaker's Notes – (Will be checked for # of cards)

-Use a keyword version of your outline on a maximum of THREE 3x5 inch index cards.

### Rehearsal

REHEARSE, REHEARSE, REHEARSE! Make sure you write this speech OUT LOUD! That is, speak it as you write it. It is imperative that you start rehearsing this speech early, since it is the most detailed presentations you will give.

# OUTLINE & SPEECH ORGANIZATION

(Primary structure = Monroe's Motivated Sequence)  
(Also Problem/Solution)

## Outline

Outlines must be fully completed and turned in during the class meeting on the due date in order to present your speech. Any outlines submitted after the initial collection will result in a 10% deduction on the speech grade, but **MUST** still be submitted before your speech begins in order to present.

Persuasive speech outlines should be formatted & structured using the sample informative outline provided. Outlines that do not meet the formatting standards will not be graded but must be revised to present. Assistance on outlines can be received in the writing center in the Humanities building or the library tutoring center.

## Purpose:

Explain what you are trying to accomplish with your persuasive speech

## The Introduction

In the introduction of your speech you want to accomplish the following three tasks:

- 1) Get the attention and interest of your audience,
- 2) Topic revelations statement to reveal the purpose and topic of your speech, and
- 3) preview main ideas. Keep your introduction brief (no more than 10% of the speech).

## The Body

- The main ideas of your speech should be clearly and concisely stated and organized.
- Easily identifiable supporting points should support each of your main ideas.
- Make clear transitions, using signposts to alert us to the movement between main ideas.
- Consider using Monroe's Motivated Sequence for organizing this speech.
- You must also reference your sources in this part of the outline and speech

## The Conclusion

In the conclusion of your speech you want to accomplish the following three tasks:

- 1) Alert the audience that the speech is ending,
- 2) summarize your main ideas, and
- 3) motivate your audience to act. After you finish, pause briefly before returning to your seat

## Visual Aids

For this speech you are required to use a visual aid (or aids) prepared outside of class to assist the audience in organizing/understanding some part of your presentation. You must use some type of original (that means constructed by you) 2-dimensional visual aid: either in poster, handout, or transparency form. The whiteboard or PowerPoint will not be available for your visual aid.

## Sources

Minimum of 5 Non-web "Academic Sources" (Printed/published) sources required

*(Use of web sources or sites like Wikipedia will not qualify as a source and inclusion on your outline/works cited will disqualify you from receiving a score on your speech)*

## Formatting

**WHAT YOU TURN IN: For this speech you must turn in a final draft of a formal preparation outline that matches the format and criteria of the sample outline.**

-Remove headers/footers before printing (ie, google.docs)