



Scan for Textbook

COMS 100 – Public Speaking (5728)
Room – MUS 209
Instructor: Larry Leach
Office Phone: (310) 660-3593 x3716
Website – www.professorleach.com
E-mail: info@professorleach.com

Meeting times: T-Th 11:15a – 12:40p

Course Text: Exploring Public Speaking: 4th Edition (OER)
Authors: Tucker, Barton, Burger, Drye, Hunsicker
Materials: 1 Pack 3x5 Index Cards & 2 Scantron 882E

Office Hours & Location: MUS 132E



M/W: 2:45p – 3:45p
T/Th: 9:00a – 9:30a
T/Th: 2:00p – 3:00p

COURSE DESCRIPTION

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.

3 units; 3 hours lecture

*Recommended Preparation: eligibility for English 1A
 Credit, degree applicable - Transfer CSU, UC*

STUDENT LEARNING OUTCOMES (SLO):

Upon completion of course, students will be able to:

1. Identify /describe concepts and theories related to public speaking.
2. Prepare, present, and evaluate an audience-based informative and persuasive speech containing an organized outline, credible research, and a citation page.
3. Demonstrate and evaluate verbal and nonverbal delivery skills in concert with course instructions

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 your fellow students and instructor during class discussions
- Students are expected to adhere to the El Camino College Student Code of Conduct
- Please do not bring food into the classroom

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

- Please fill in front empty seats during class meetings; it will be required on student presentation days
- Attendance is expected in this class.
- Students who exceed 10% of the scheduled class meetings **MAY** be dropped with a “W”
- Six (6) absences prior to the drop date May 15 will result in a drop from the course.

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.

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

Students should complete assigned readings in order to examine ideas, concepts, theories and participate in class discussion.

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. Late speech delivery (**for ANY reason**) = -15pts

Speech Outline Policy:

Outlines must be fully completed **AND** turned in during the class meeting on the due date in order to receive credit. Late outlines will NOT receive a score, but **MUST** be completed in order to speak.

Speech outlines are required to present Informative and Persuasive speeches
(You must still submit an outline by the time you are called in order to do your speech)

***Speeches must be presented using 3-5 (3x5 inch) index/note cards. Outlines will not be allowed during presentations**

Important dates:

- March 1 Last day to drop without a "W"
- May 15 Last day to drop with a "W"

<u>Graded Assignments</u>		Grade Scale
Introduction speech	25 _____	627 – 700 = A
Who am I Speech (Culture bag)	50 _____	
Impromptu speech	50 _____	557 – 626 = B
Hero speech	50 _____	
Info speech outlines (Draft/Fin)	25 _____	487 – 556 = C
*Informative speech	100 _____	
Persuasive outlines Draft/Fin)	25 _____	417 – 486 = D
*Persuasive speech	100 _____	
Midterm	100 _____	Under 416 = F
Final Exam	100 _____	
Chapter Quizzes (3x10pts)	30 _____	Missing informative speech = Drop from course Missing Persuasive Speech = Failing Course Grade Missing any other speech = **(-100pts)
In Class activities	45 _____	
Total Possible	700 _____	
*Recorded speeches		**In addition to the missed value of the speech
***See Required Speech Observation Details		

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 and adhere to the syllabus unless some unforeseen circumstance arises and reserves the right to adjust/change the syllabus should it be warranted and will notify the class promptly.

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

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

Week 1 – Feb 18 – 20

Handout, Course introduction, review of syllabus (grading, class policy, etc)

Chap 1 – The Basics of Public Speaking (*Intro + Anxiety*)

Week 2 – Feb 25 – 27 – Discuss and assign Who Am I speeches

Chap 3 – Ethics In Public Speaking Chap 10 – Language

***Quiz 1 (Chap 1,3,10)**

Chap 4 – Developing your speech Chap 11 – Delivery (11.1-11.3)

Week 3 – March 3 – 5

Chap 11 – Delivery (11.4-11.5)

Who Am I Speech Prep & Review

Week 4 – March 10 – 12

Who Am I Speeches

Who Am I Speeches

Week 5 – March 17 – 19 – Hero Speech Review

Chap 12 – Informative Speaking

***Quiz 2 (Chap 4,11,12)**

Chap 7 – Supporting your speech ideas

Week 6 – March 24 – 26 – Informative speech (Review guidelines)

Hero Speeches

Hero Speeches

Week 7 – March 31 – April 2

Chap 6 – Organizing Your Speech (6.1, 6.2)

Chap 5 – Research for Info Speech (*Computer Lab - West Lib Basement LDC-10*)

Week 8 – April 7 – 9 - Info Speech Sign-up & topics due

Chap 6 – Outlining & Editing (6.3, 6.4) (Activity*)**

Midterm Exam (Chap 1,3,4,5,6,10,11,12)

SPRING BREAK – April 13 – 15

Week 9 – April 21 – 23

Chap 8 – Intros/Conclusions + Info speech prep activity (*Typed Outline Draft Needed*)

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

Week 10 – April 28 – 30

Informative Speeches* *No Outline = No Speech!!

Informative Speeches* *No Outline = No Speech!!

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

Week 11 – May 5 – May 7

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

Persuasive Speech Guidelines

Chap 13 – Persuasive Speaking

Chap 14 – Logical Reasoning

Week 12 – May 12 – 14 – Pers. Topics Due

Chap 2 – (Audience Analysis & Listening in Public Speaking)

Research for Pers Speech (*Computer Lab - West Lib Basement LDC-10*)

Week 13 – May 19 – 21

*Quiz 3 – (Chap 8,13,14,2)

Persuasive Speech Prep Activity (*Typed Outline Draft Needed*)

Chap – 9 Presentation Aids / *Chap 15 – Special Occasion - Final Pers. Outline Due (Wed)*

Week 14 – May 26 – 28

Persuasive Speeches – **No Outline = No Speech!!**

Persuasive Speeches – **No Outline = No Speech!!**

Week 15 – June 2 – 4

Pers. Cont. (If Needed)

Impromptu Speech Review/Activity

Week 16 – June 9 – 11


Impromptu Speeches

Final Exam (Chap 2,8,9,13,14,15)

****ATTENTION****

All COMS 100 Students are required to attend/observe two (2) outside of class speech events as a part of the public speaking course curriculum.

	<p>Speakers Forum – Date – TBD @ 7:00 p.m. The National Champion Forensics Team demonstrates individual competitive speaking</p> <p>Tickets available at the Marsee Auditorium or Online at the Center for the Arts website In Advance \$15 (\$12 in person w/ASB sticker) Additional \$5 day of Event</p>
--	---

	<p>Jeremy Hunter – Date – April 1st @ 7:00 p.m. How Not to Lose Your Mind: Managing Yourself Through Crazy Times</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 & ASB Sticker</p>
---	--

– **Missing one or two outside of class speech observation = 5% or 10% deduction from final grade**

OUTSIDE SPEAKING EVENT OBSERVATION ALTERNATIVE OPTIONS REQUIREMENT:

- A written critique following provided criteria will be required
- An office visit for details – this will **ONLY** be discussed during scheduled office hours
- Proposal at least one (1) week prior to speaking event (email w/link to event description for review)
- Must be completed w/typed evaluation submitted by May 7th (office hours/faculty mailbox) for credit

****Students with missing assignments or event will not be eligible for any Extra Credit that is offered during the semester****

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 from the approved topic list. 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 primary academic 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 primary academic 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.

“HERO” SPEECH INSTRUCTIONS

Topic Choice: Please do not take the term “hero” literally. You are simply to choose an individual 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 who has influenced your life in some way. **(This must be a REAL person)**

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 will inform, enlighten, teach or educate your audience about your chosen topic. Pick a topic that you can develop into a strong speech that will teach your audience thoroughly about a **NEW, UNFAMILIAR or OBSCURE** topic.

Topics for the informative speech will need to be chosen from the approved informative speech topic list at www.professorleach.com. A minimum of 5 non-web primary academic sources of information are required during your speech.

Select a topic because you feel it is a GOOD topic more than an EASY topic, choosing a perceived easy topic usually results in less effort, a speech & presentation that is not very strong and may adversely affect your grade. I will approve topics on a first come, first serve basis from completed topic submission forms and will only allow one person per topic. 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. The outline should match the format of the sample outline, 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 as a separate page.

(Must have minimum of 5 non-web academic sources. NO WEB/WEBSITE SOURCES are allowed for this speech so do some preliminary research before choosing the topic. (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) – The El Camino Database does not necessarily = a web source

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)

All students are required to dress in **FORMAL** attire when presenting the informative speech. Clothing that tend to result in appearance deductions are listed below. This grade is subjective and once determined will **NOT** be changed /

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 up to 10% 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 non-web academic sources**.

WHAT YOU TURN IN: For this speech you **MUST** turn in your outline on the due date 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 in order to convince the audience is a problem.

Choose a topic that clearly has to definitive position (**Affirmative or Opposed**) where you can argue for one of those positions

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)

All students are required to dress in **FORMAL** attire when presenting the informative speech. Clothing that tend to result in appearance deductions are listed below. This grade is subjective and once determined will **NOT** be changed /

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 up to 10% grade deduction. (**Plan Accordingly**)

Speaker's Notes – (May 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

Outline

Outlines must be fully completed and turned in during the class meeting on the due date in order to receive a score. Any outlines submitted after the initial collection MUST be completed properly in order to present. Meaning if you push a thrown together jumble of disorganized text/ideas that doesn't represent a well developed outline, you will not be able 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

(Must have minimum of 5 non-web academic sources. NO WEB SOURCES are allowed for the speech so do some preliminary research before choosing the topic. (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) – The El Camino Database does not necessarily = a web source

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)