Amarillo College

Public Speaking 1315

And

Business and Professional Speaking 1321



Instructor's packet

For

Lynae' Jacob

I. Introduction

A. Begin by telling a story from your childhood or even a story from last week if you've got a good embarrassing moment.

B. This is only one of the interesting aspects of _____.

C. Today I'm going to tell you about myself by comparing my personality to an object, my life compared to a television show, and I'll share my goals with you.

II. Body

A. The object that is most like my life is _____.

1. (Give an example or a story.)

B. When I think of my life as a television show (or movie), I am reminded of _____.

1. (Give an example or a story.)

C. Just like in _____ (sport or hobby), I plan to achieve my goals for the future by _____ (Give several goals using the terminology of your chosen sport or hobby.).

III. Conclusion

A. I have compared myself to an object, a television show, and I've shared my goals with you.

B. I hope that you've found that I'm an interesting person.

- You may adapt the above outline to meet your needs.
- You may not use notes during delivery. (I will have a cheat sheet that will list the order of the speech for you to use.)
- You will want to have at least three moves. (crossing from one place to another)
- Feel free to use lots of gestures. Avoid hands in pocket, gum, and hats.

Introduction Speech

- _ Attention Getter
- _ Preview
- _ Object
- _ TV or movie
- _ Sport or hobby
- _ Conclusion

Name_____

- Volume
- _ Movement
- _ Gestures
- _ Eye contact

Excellent job:

Consider working on:

Introduction Speech

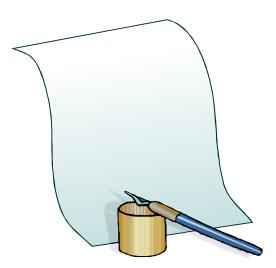
- _ Attention Getter
- _ Preview
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Name_____

- Volume
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Excellent job:

Consider working on:



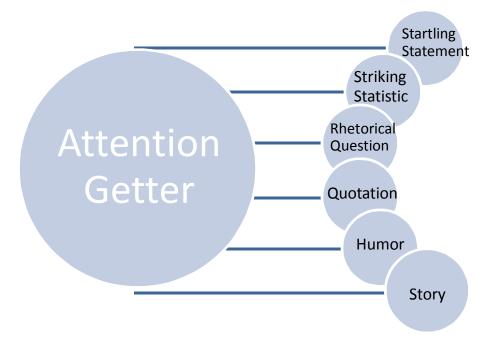
Speech Outline (Formula)

- I. Introduction
 - A. Attention getter
 - B. Purpose
 - C. Central idea
- II. Body
 - A. Main point
 - 1) Support
 - 2) Support
 - B. Main point
 - 1) Support
 - 2) Support
 - C. Main point
 - 1) Support
 - 2) Support
- III. Conclusion
 - A. Review central idea
 - B. Clencher

Speech Outline

I. Introduction

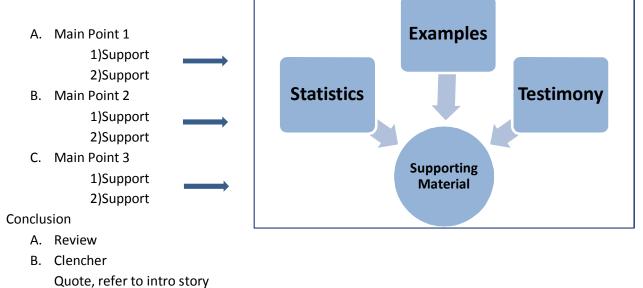
A. Attention Getter



- B. Specific Purpose
- C. Central Idea (Preview) Tell them what you are going to tell them
- II. Body

III.

Choose organizational plan: chronological, special, topical, problem-solution, and causeeffect (causal).





Attention Getter

Startling statement: an unexpected fact.

Ex.: One hundred new metal coffins will be lowered into our city's cemetery this month. Of those, at least twenty will contain cancer victims.

Striking statistics: stating the importance of your topic.

Ex.: We are a huge enterprise-40,000 locations staffed by about 8,000,000 full and part-time employees, with income and expenses exceeding \$40 billion this year...

Rhetorical question: a question the audience will answer in their own minds.

Ex.: If you were awarded an expense-free trip to any place in the world, where would you go? Would you choose a tropical island? Or a land of ice and snow?

Quotation: a famous person's words that relate to your subject.

Ex.: "Genius," said Tom Edison, "Is one percent inspiration and 99 percent perspiration."

Tumor: a story that is funny and that directly applies to your speech.

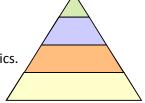
Ex.: "Oh, darling, I've missed you!" she cried; and fired the gun again. (For a speech on the multiple meanings of words.)

 \underline{Story} : a story that is true or fictional and that applies to your speech.

Ex.: "The great scientist Louis Pasteur was terrified by one thing-dogs. The sight of a dog immobilized him. Even when he heard a dog bark from blocks away, his agonized boyhood memories of friends driven crazy through the bite of a mad hound would haunt him. So at the height of his career when doctors were pleading that he focus his attention on a dozen diseases, Pasteur limited himself to finding a vaccine for rabies. His persistent research and final triumph were possible because he had great personal feeling that aided his creativity. (A speech on how strong emotions can produce inventive ideas.)

Ways to Organize Body!

Topical: main points divide topic into logical subtopics.





Spatial Order: main points follow a directional pattern

Problem-Solution:

The first main point deals with the existence of a problem.

2nd point presents a solution.



Chronological Order: main points follow a time pattern.

Ex. Jan. Feb. Mar. Ex. 1st 2nd 3rd



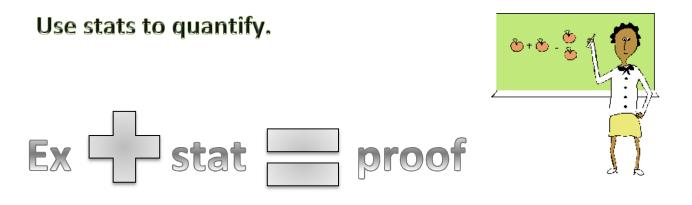
Cause-Effect: (causal) main points show a cause and effect relationship.



Tips for using statistics

Round off stats





Use visual aids

Bring it home-Explain stats



Use sparingly!!





True or False

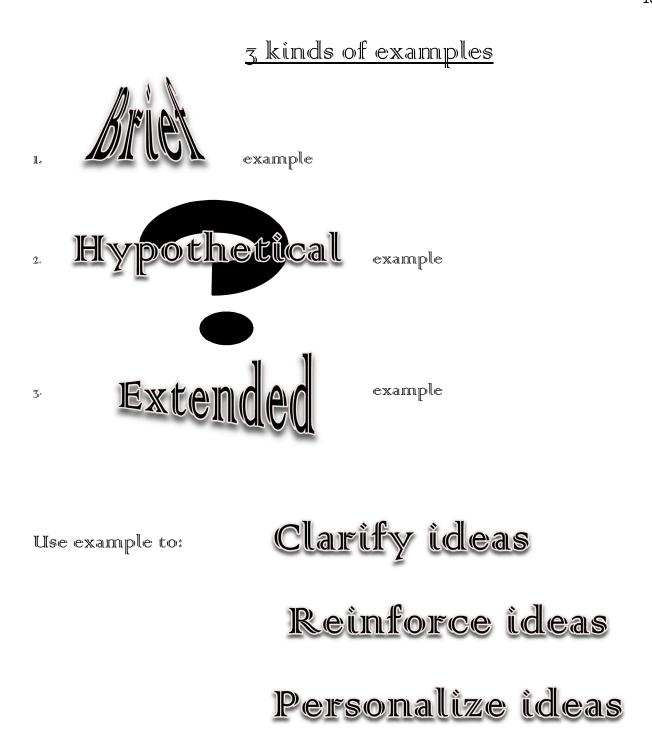
- a. Enriched white bread is more nutritious than whole-wheat bread because it contains as much or more protein, calcium, niacin, thiamine, and riboflavin.
- b. Whole-wheat bread is more nutritious than white bread because it contains seven times the amount of fiber, plus more iron, phosphorous, and potassium.

When you are dealing with money, statistics become even trickier. For instance, consider the following facts:

- a. In 1946, President Truman earned a salary of \$75,000.
- b. In 1967, President Johnson earned a salary of \$100,000.
- c. In 1997, President Clinton earned a salary of \$200,000.

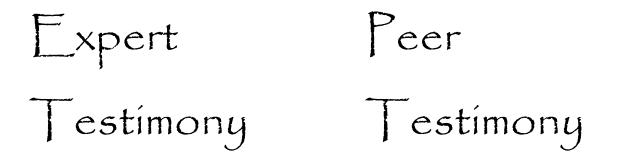
If we apply the Consumer Price Index (CPI) to the three presidents' salaries, we can see how much each earned in 1967 dollars:

- a. In 1947, President Truman earned a salary of \$104,000. 🙂
- b. In 1967, President Johnson earned a salary of \$100,000.
- c. In 1997, President Clinton earned a salary of \$59,000. ⊗



- * Make examples vivid and richly textured!!
- * Practice delivery of examples-Be a storyteller!

Testimony



"Quote" if short and forceful!!!

<u>Paraphrase</u> if long or if wording is obscure.

Identify the people you quote.

Connectives

Four simple principles guide our policy: <u>First</u>, we seek the immediate, unconditional, and complete withdrawal of all Iraqi forces from Kuwait. <u>Second</u>, Kuwait's legitimate government must be restored to replace the puppet regime. <u>Third</u>, my administration, as has been the case with every president from President Roosevelt to President Reagan, is committed to the security and stability of the Persian Gulf. And <u>fourth</u>, I am determined to protect the lives of American citizens abroad.

In addition to being discriminatory, capital punishment is also immoral.

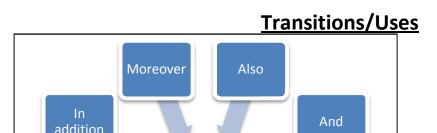
<u>Now that</u> we have a clear understanding of the problem, <u>let me share</u> the solution with you.

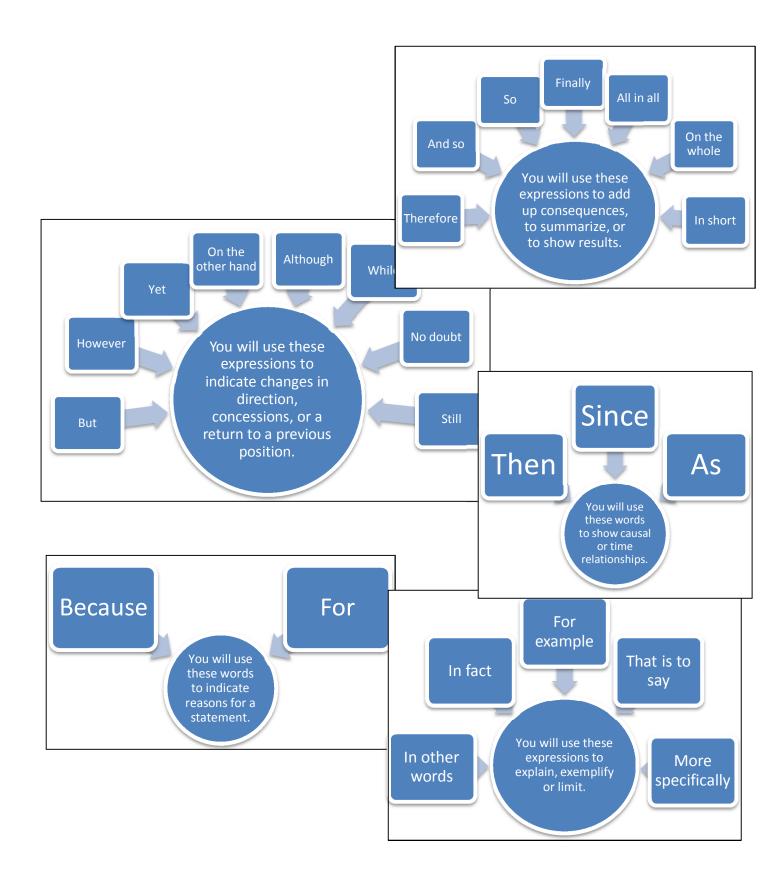
Not only is boxing dangerous to its participants, but it can hurt our society as well.

<u>So</u> the evidence is strongly in favor of wearing seatbelts. <u>That brings me to the next</u> <u>question</u>: why don't people wear seatbelts?

<u>Now that we've seen</u> how drinking too much is a serious problem for students and their communities, <u>let's look at</u> some causes.

- 1. Be sure to keep this in mind...
- 2. This is crucial to understanding the rest of the speech...
- 3. Above all, you need to know...
- 4. Let me repeat that last statement...





How Do | Make A Good First Impression?

- 1. Step up to the lectern briskly and confidently.
- 2. Stand behind lectern in a comfortable yet erect position.
- 3. Be clearly heard with a pleasant volume.
- 4. Let all important actions, objects, and aids be clearly seen.
- 5. Gain and hold audience attention by conversational direct manner.
- 6. Recognize that some fear is normal and don't let it upset you.

How Do I Conclude My Speech?

Remember purposes of a conclusion:

- A. To give a feeling of finality to talk
- B. To clinch arguments
- C. To inspire action or respect for ideas

Suggested methods:

- * Repeat theme or main idea given earlier
- * Use appropriate story or illustration
- * Give an apt quotation
- * Suggest future prospects
- * Review points made

"LET ME END BY SAYING"





"My purpose has been"

Three kinds of speeches:

- Informative
- Persuasive
- Entertaining

Three ways that public speaking is different than conversation

- •
- •
- •

Stage fright is caused by three things. (Lecture notes) Give an example of something that would help for each cause of stage fright

- •
- •
- •
- Be able to fill in a diagram of the communication model. (Lecture)

Define Plagiarism

Four causes of poor listening

- •
- Four keys for effective listening
 - •
- Four kinds of listening-be able to define
 - •
 - •

Speech motto-

- Tell them what you are going to tell them
- Tell them
- Tell them what you told them

Best topics:

- Topics you know a lot about.
- Topics you want to know more about

Be able to write a specific purpose statement and a central idea for a given topic

Five aspects to consider when analyzing an audience. (Demographic audience analysis)

- • •
- Why should you go to a speaking area ahead of time?

What is the danger of doing research on the internet?

Three stages of the interview

- •
- •
- •

Three major kinds of support for main ideas

- •
- •
- •

Three kinds of examples

- •
- .
- •

Why is it important to practice being a storyteller when delivering an example?

Five tips for using statistics

- •

When should you quote?

When should you paraphrase?

Know the basic speech outline

Mid Term Review

•

Understand five ways to organize the body of a speech

- •
- •

Define and give examples of a signpost

Six attention getters (From handout)

- •
- •
- •

Why is it important to write out and even memorize parts of the intro and conclusion?

ORGANIZATIONAL PATTERNS

- 1. Here are the main points for an informative speech about the history of chocolate:
 - I. Chocolate was originally used in Mexico as a drink by the Aztecs.
 - II. Chocolate was introduced to Europe after the Spanish conquered the Aztecs.
- III. Chocolate was first made into candy during the 1800s.
- IV. Today the popularity and uses of chocolate continue to expand.

These main points are arranged in _____ order.

- a. causal
- b. analytical
- c. descriptive
- d. chronological
- e. spatial
- 2. Which organizational pattern would be most effective for arranging the main points of a speech with the specific purpose "To inform my audience about the major steps in setting up a home aquarium"?
 - a. chronological
 - b. causal
 - c. problem-solution
 - d. informative
 - e. Monroe's motivated sequence
- 3. When main ideas follow a directional pattern, they are organized in
 - a. geographical order.
 - b. topical order.
 - c. spatial order
 - d. causal order.
 - e. chronological order.
- 4. Which organization pattern would probably be most effective for arranging the main points of a speech with the central idea "There are five basic positions of the feet in ballet"?
 - a. visual chronological
 - b. problem-solution
 - c. causal
 - d. topical

- 5. Which organizational pattern would probably be most effective for arranging the main points of a speech with the specific purpose "To inform my audience about the major geographical regions of Mexico"?
 - e. causal
 - f. chronological
 - g. topical
 - h. problem-solution
 - i. spatial
- 6. Here are the main points for a speech about the impact of global warming:
 - I. Global warming has had a major impact in North America.
 - II. Global warming has had a major impact in South America.
 - III. Global warming has had a major impact in Asia.
- IV. Global warming has had a major impact in Africa.

These main points are arranged in ______ order.

- a. directional
- b. spatial
- c. chronological
- d. causal
- e. problem-solution
- 7. Which organizational method is used in a speech with the following main points?
 - I. As a social worker, Jan Addams founded the settlement house movement in Chicago.
 - II. As a reformer, Jane Addams campaigned for child-labor laws, unemployment compensation, and better public sanitation.
 - III. As a suffragist, Jane Addams fought to give women the vote.
- IV. As a writer, Jane Addams is best known for her autobiographical *Twenty Years at Hull House*.
 - a. topical
 - b. spatial
 - c. chronological
 - d. descriptive
 - e. formal

- 8. Here are the main points for an informative speech about the major categories of dog breeds:
- I. The sporting dogs are hunters.
- II. The hound dogs are hunters that specialize in small animals.
- III. The working dogs do rescue, police, herding, and guide jobs.
- IV. The toy dogs are primarily house pets.

These points are organized in ______ order.

- a. spatial
- b. descriptive
- c. chronological
- d. illustrative
- e. topical
- 9. Which of the following organizational patterns is used more than any other method of speech organization because of its applicability to almost any subject?
 - a. chronological
 - b. spatial
 - c. problem-solution
 - d. topical
 - e. causal
- 10. Which organizational pattern is reflected in a speech with the following main points?
- I. Soda lime glass is used in almost all ordinary glass products.
- II. Lead crystal glass is used mostly for luxury glass products.
- III. Heat resistant glass is used for cooking and scientific products.
 - a. causal
 - b. informative
 - c. chronological
 - d. topical
 - e. descriptive

- 11. Which organizational pattern would probably be most effective for arranging the main points of a speech with the specific purpose "To persuade my audience to support stricter drug testing for Olympic athletes"?
 - a. chronological
 - b. problem-solution
 - c. thematic
 - d. spatial
 - e. causal
- 12. Here are the main point s for a speech about the major steps involved in a successful job interview:
 - 1. The first step is preparing for the interview before it takes place.
 - 2. The second step is presenting yourself well during the interview itself.
 - 3. The third step is following up after the interview.

These main points are arranged in _____ order.

- a. topical
- b. spatial
- c. chronological
- d. informative
- e. causal
- 13. A speech about the causes and effects of domestic violence would most likely be organized in ______ order.
 - a. causal
 - b. problem-solution
 - c. topical
 - d. informative
 - e. scientific

Here are the main points for a persuasive speech on adult illiteracy.

- I. Adult illiteracy has reached crises proportions in the United States.
- II. Solving the problem will require continued action by government and individual citizens alike.

These main points are arranged in _____ order.

- a. spatial
- b. topical
- c. problem-solution
- d. comparative-advantage
- e. causal
- 14. A soccer player herself, Jenine is very concerned about the growing number of serious injuries at all levels of the sport. When the time came for her persuasive speech, she presented a speech with the following main point:
- I. In the past ten years serious soccer injuries have risen dramatically among players of all ages and skill levels.
- II. The best way to control this problem is through changes in rules and training.

Jenine's main points were arranged in _____ order.

- a. problem-solution
- b. chronological
- c. problem-cause-solution
- d. topical
- e. motivated sequence

15. The following main points are arranged in ______ order.

- I. The effects of airborne pollution continue to poison the air in major cities across the United States.
- II. The major causes of airborne pollutions are industrial and automobile contaminants.
 - a. causal
 - b. topical
 - c. chronological
 - d. problem-solution
 - e. symbolic

Speech of Personal Experience

This speech is due: Time limits: 3-4 minutes Speaking notes: 30 word maximum Source of information: Use your own personal experience.

Do not begin stalling before making a choice of topic because you do not know anything interesting to talk about. The topic that you choose will not be interesting in itself. It is your responsibility to plan to tell the personal experience in an interesting way.

Suggested topics for a speech of personal experience

- 1. wrecks
- 2. confrontations
- 3. swimming
- 4. hunting
- 5. camping
- 6. hiking

9. rodeos 10. a trip

7. racing-any kind

8. sports contests

- 11. flying
- 12. sickness

- 13. at an event
 14. embarrassing moment
 15. funny story
 16. building something
- 17. speaker's choice

How to prepare your speech:

I. Outline your speech in considerable detail. This means that you must set up the order of events you want to talk about. Use the speech format that you already know. You will probably have 4 or 5 main points.

In arranging what you will talk about, include your own personal feelings and reactions, the activities of other persons or animals, and objects that made your experience thrilling, exciting, funny, etc. This will add interest.

II. Practice your speech aloud before friends and in front of a mirror. Do this until you have memorized the sequence of events, not the words.

- III. Ask yourself the following questions during preparation:
 - A. Does your speech merely list a series of persons, places, things, and time without telling what happened to these persons and things? (Point out unusual or exciting incidents, such as: dangers, or humorous occurrences.) Avoid unnecessary details.
 - B. Is your speech about you only? If so, you can improve it by talking about the influences that were operating in your presence. For example, if you rescued a drowning person, do not be satisfied to say, "I jumped in and pulled him out." Tell what he was doing, describe his struggles, tell how deep the water was, how far he was from shore, recount your fears and other feelings as you pulled him toward shore, tell how the current almost took you under, etc.
 - C. Do you have a curiosity-arousing introduction, one that catches the attention?
 - D. Do you have a conclusion? A speech is never finished without one.
 - E. Use a 3x5 or a 4x6 card for your speaker's notes. Do not fiddle with the card. When referring to your notes, raise them to a level that permits you to glance at them without bowing your head. Do not try to hide them, nor act ashamed of using them. They are your map. Treat them as casually as you would a road map when you're taking a trip.

	<u>Personal Exp</u>	perience Speech/Speech of Introdu	uction – Pre	sentation Skills
Posture				<u>(</u> 10 pts)
Planned N	lovement	(3 moves min)		<u>(</u> 10 pts)
Fidgeting				<u>(</u> 10 pts)
Planned G	estures	(at least 3)		<u>(</u> 10 pts)
Eye Conta	ct			<u>(</u> 10 pts)
Filler Phra	ses			<u>(</u> 10 pts)
Volume				(10 pts)
Speech Fo	rmat			
Ρι	tention Getter Irpose eview			
Body				
Do Conclusio	ว main points match p า	review ?		
	eview encher			(30 pts)

26

_____ Total

Visual Aid Checklist

Take this checklist seriously. Check an item only when your visual aid complies with it. When all of the items are checked, you should have a good visual aid. If you are using more than one visual aid, apply this checklist to each one of them.

- 1. Is your visual aid necessary for your speech?
- _____ Does it help to explain rather than complicate?
- _____ Could you give your speech just as well, or better, or without it?
- _____ Does it add to the content of your speech or is it unnecessarily redundant?
- 2. Is your visual aid easy to understand?
- _____ Do you have too much information on it?
- _____ Do you understand everything on it?
- _____ Can a family member or roommate understand the information on it?
- 3. Is the print on your visual aid an appropriate size?

Can you read it from the back of the room? _____ Are all diagrams, pictures, or graphs drawn to scale?

- 4. Have you made your visual aid interesting by:
- _____ Using bright colors?
 _____ Drawing pictures, diagrams, or graphs?
- 5. Do you have the proper materials to set up your visual aid?
- _____ Will it stand by itself on the chalkboard ledge?
- _____ Will you need tape or a stand for it?
- _____ Have you practiced using it with your speech?

Adolf Hitler Military Conference August 22

1939

"We have nothing to lose...we can only gain! No one knows how long I shall live. Therefore, a showdown, which it would not be safe to put off for four to five years, had better take place now. Besides the personal factor, the political situation is favorable to us. England is in great danger; France's position has also deteriorated. Romania is weaker than before. The destruction of Poland has priority. I shall give propagandist's reason for starting the war. Never mind whether it is plausible or not. The victor will not be asked afterward whether he told the truth or not. Close your hearts to pity. Act brutally. Eighty million people must obtain what is their right. Destroying a man is right. Be steered against all signs of compassion. Be harsh, remorseless. In starting an interview of war it is not right that matters...but victory."

Nar	ne
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Demonstration Speech Critique

Materials and Organization (10 pts)

Speech Format (25 total pts)

- (4 pts) Attention getter
- (3 pts) Purpose
- (3 pts) Preview
- (3 pts) Body-main points match preview
- (3 pts) Review
- (3 pts) Clencher
- (6 pts) Two Sources
- Time Limit (15 pts)

Talk During Demo (10 pts)

Clear Directions (10 pts)

Visibility of Demo (10 pts)

Eye Contact (6 pts)

Vocal Delivery (6 pts)

Physical Delivery (6 pts)

Total Points

FINAL REVIEW

Three Advantages from using the diaphragm

Understand the Following:

- Pitch-the high and low of speaker's voice
- Inflection-change in pitch or tone of voice
- Rate-speed at which a person speaks
- Pause-a momentary break in the vocal delivery
- Pronunciation-sound and rhythm of words
- Articulation-physical production of particular speech sounds
- General American Dialect-language distinguished by variations of accent, grammar, or vocabulary

Gestures

- 5 to 10 during speech
- Get arms up and out
- Take time
- Practice in mirror

Eye contact-If no eye contact, speaker is perceived as insincere or dishonest.

Advantages of using visual aids (Know at least six)

Kinds of visual aids (5 of your choice) PowerPoint, photos, charts, speaker, model

5 guidelines for preparation of visual aids-Prepare in advance, Keep it simple, large enough, easy-to-read fonts.

Explain 4 problems to avoid when using visual aids

Define public speaking to persuade

Why is persuasion the most challenging and complex form of speaking?

Explain target audience

Be able to give an example of a persuasive topic for each:

- Question of fact
- Question of value
- Question of policy

Monroe's Motivated Sequence

4 reasons that listeners will be persuaded

2 factors that affect credibility

Reasoning: (Matching format)

Reasoning from specific instances

- Reasoning from principle
- Causal
- Analogical

Fallacy-understand 5 types (matching format)

Emotional appeals-Pathos

Explain or give examples of 3 different emotional appeals

3 purposes of an introduction speech

Be able to explain each:

- Speech of introduction
- Speech of presentation
- Commemorative speech
- After dinner speech

What is the main theme of a speech of presentation?

3 major traits of a good acceptance speech:

- Brevity
- Humility
- Graciousness

What topics should be avoided for an after dinner speech?

Size of Small Group (3-12)

The following terms and their definitions will be in a matching format:

- Small Group
- Leadership
- Implied Leader
- Emergent Leader (Just takes charge)
- Designated Leader (Just assigned)
- Procedural Needs (secerello) ???
- Maintenance Needs (people skills)
- Hidden Needs (commit to group goal)
- Hidden Agenda (Fulfill assignments)
- Oral Report
- Symposium
- Panel Discussion

5 responsibilities in a Small Group (fulfill assignment, avoid conflict, keep discussion on track ????)

5 steps of the reflective thinking method (*define problem, analyze problem, establish criteria for solution, generate potential solution, select the best solution*)

FILL IN THE BLANKS WITH THE PROPER LETTERS TO COMPLETE THE WORDS

