COM201: ASSIGNMENT 1

Introductory Speech

Assignment 1.1	Due Date	Points
Outline	Week 2	35

Assignment 1.2	Due Date	Points
Speech (1-2 min.)	Week 3	65
Self-Review	Week 3	30

This is the beginning of your journey to becoming an effective speaker! Strong oral communication skills will be valuable to you throughout your academic journey and are in high demand by many employers. In this course, you'll have multiple opportunities to practice and improve your speaking skills through a variety of assignments.

Your first assignment is to prepare and deliver a short, introductory speech. Don't worry—your first speech doesn't have to be perfect. Assignment 1 is your first opportunity to complete the process of outlining, delivering, and recording a speech with the Webcam Recorder tool. You will also review and reflect on your speech.

Reference Chapters

- Chapter 3: Listening.
  This chapter covers listening skills that will help you complete your Self Review.

- Chapter 4: Giving Your First Speech.
  This chapter covers the steps you'll complete to prepare and deliver your speech.

Technical Difficulties

- For technical difficulties reach out to me via:
  - email horner@strayer
  - phone 240-484-4353
  - Blackboard Chat Line (when available)

See next page for instructions

Assignment 1.1
Introductory Speech Outline
Due Week 2: 35 points

1) Select either Topic A or Topic B for your introductory speech.

   o **Topic A: Elevator Pitch** | Deliver an elevator pitch that describes your professional background and experience for a potential employer during a job interview.

   o **Topic B: Dream Career** | Discuss your dream career.

2) Create an outline or speaking notes in Microsoft Word.

   o Download the Microsoft Word template in the "Assignment 1.1" section located in Week 2 of your course.

   o Focus your speech on 2-3 main points so you'll stay within the 2-minute time limit.

3) Submit the completed Microsoft Word template in Blackboard (this is separate from your speech/self-review).

Assignment 1.2
Introductory Speech and Self-Review
Due Week 3: 95 points

1) **Part 1:** Record or upload your speech.

   o Refer to your outline or speaking notes to deliver your speech. Do not read your notes word for word.

   o Follow the technical instructions for recording your video in the "Assignment 1.2" section located in Week 3 of your course.

   o Remember to watch your recording. Do you want to submit it, or do you want to record another version?

2) **Part 2:** Complete the self-review questions.

   o After you have recorded your speech, address the self-review questions in the "Assignment 1.2" section located in Week 3 of your course. This reflection helps you step back and take a second look at your work, with an eye on improvement and highlighting your achievements!

3) Submit your speech and self-review in Blackboard.

See next pages for grading

Grading for this assignment will be based on the following criteria and evaluation standards:

POINTS: 35	ASSIGNMENT 1.1: INTRODUCTORY SPEECH OUTLINE				
Criteria	**Exemplary 100% - A**	**Proficient 85% - B**	**Fair 75% - C**	**Meets Minimum Expectations 65% - D**	**Unacceptable 0% - F**
1. Completed outline submitted to Blackboard. Weight: 40%	Submitted a complete, well-developed outline.	Submitted a complete outline but some areas needed more information or development.	Submitted an outline but it was partially developed and / or was missing some information.	Submitted an outline but it was insufficiently developed and / or missing large amounts of information.	Did not submit any outline to Blackboard.
2. Outline provides solid flow for speech. Weight: 40%	Submitted outline provided excellent sense of flow without any noticeable errors for speech.	Submitted outline provided strong sense of flow with only minor errors for speech.	Submitted outline provided partial sense of flow for speech.	Submitted outline provided little sense of flow for speech.	Did not submit or outline structure provided no sense of flow for speech.
3. Outline checked for spelling / grammar issues. Weight 20%	Outline was clean, clear, and easy to read throughout the entire submission.	Outline had no major spelling / grammar issues but minor issues throughout the submission.	Outline had major spelling / grammar issues in 25% and minor issues throughout the submission.	Outline had major spelling / grammar issues in 50% of the submission.	Did not submit or outline had major issues that impacted readability.

POINTS: 65	ASSIGNMENT 1.2: INTRODUCTORY SPEECH				
Criteria	Exemplary 100% - A	Proficient 85% - B	Fair 75% - C	Meets Minimum Expectations 65% - D	Unacceptable 0% - F
1. Speech Quality Weight: 15%	Clear and consistent throughout	Generally clear and consistent	Some problems with clarity and consistency	Problems with clarity and consistency throughout	No audio [online only] or speaks so low audience cannot hear it
2. Visual Quality Weight: 15%	Clear and consistent throughout	Generally clear and consistent	Some problems with clarity and consistency	Problems with clarity and consistency throughout	No video [online only] or inappropriate visual
3. Speech Topic Focus Weight 20%	Entirely focused on topic	Minimum 75% focused on topic	Minimum 50% focused on topic	Minimum 25% focused on topic	No focus on topic
4. Time Requirement Weight: 15%	1-2 minutes +/- 15 seconds	1-2 minutes +/- 30 seconds	1-2 minutes +/- 40 seconds	1-2 minutes +/- 50 seconds	1-2 minutes +/- 60 seconds
5. Delivery Weight: 15%	Strong eye contact, expressive voice, and natural gestures	Good eye contact, generally expressive voice, and natural gestures	Average eye contact, some expressive voice, minimally distracting gestures	Insufficient eye contact, limited expressive voice and/or unnatural gestures	Very little/no eye contact, no expressive voice, unnatural gestures
6. Overall Effectiveness Weight 20%	Connects well with audience and achieves purpose	Generally connects with audience and achieves purpose	Connects somewhat with audience and/or partially achieves purpose	Limited connection with audience, and/or doesn't fully achieve purpose	Doesn't connect with audience or achieve purpose

POINTS: 30	ASSIGNMENT 1.2: INTRODUCTORY SPEECH SELF-REVIEW				
Criteria	Exemplary 100% - A	Proficient 85% - B	Fair 75% - C	Meets Minimum Expectations 65% - D	Unacceptable 0% - F
1. Submit a completed self-review. Weight: 20%	Submitted a completed self-review.	Submitted a generally completed self-review.	Submitted a partially completed self-review.	Submitted a minimally completed self-review.	Did not submit a self-review.
2. Self-review was well-developed. Weight: 80%	Submitted self-review provided excellent comments on student progress/work.	Submitted self-review provided good comments on student progress/work.	Submitted self-review provided acceptable comments on student progress/work.	Submitted self-review provided minimal comments on student progress/work.	Did not submit completed self-review, or submitted self-review provided no comments on student progress/work.