

# COM201: ASSIGNMENT 4

## Special Occasion Speech

Assignment 4.1	Due Date	Points
Outline	Week 8	45
Assignment 4.2	Due Date	Points
Speech (1-2 min.)	Week 9	70
Self-Review	Week 9	30

You've reached the final step of your effective speaking journey! In this course, you've learned about the power of effective speaking by developing and delivering introductory, informative, and persuasive speeches. Your last assignment is to prepare and deliver a special occasion speech.

Special occasion speeches are different from the other types of speeches you've given. You'll develop this speech around the purpose of the special occasion, which you can choose from the two options provided.

### Reference Chapters

- Chapter 18: Speaking on Special Occasions.  
This chapter covers the most common types of special occasion speeches.

### Technical Difficulties

- For technical difficulties reach out to me via:
  - email [brazil@strayer](mailto:brazil@strayer)
  - Blackboard Chat Line (when available)

See next page for instructions

## Assignment 4.1

# Special Occasion Speech Outline

Due Week 8: 45 points

- 1) Select either Topic A or Topic B for your special occasion speech.
  - **Topic A: Who Inspires You?** | Deliver a speech of introduction in which you introduce a person who inspires you.
  - **Topic B: Employee of the Month** | You have been given an award for “Employee of the Month” and must give an acceptance speech at an awards banquet. Deliver your speech of acceptance.
- 2) Create an outline or speaking notes in Microsoft Word.
  - Download the Microsoft Word template in the “Assignment 4.1” section located in Week 8 of your course.
  - Structure and organize your speech 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).
- 4) For this assignment, you will not compose an essay or speech. You are only required to submit an outline.

## Assignment 4.2

# Special Occasion Speech and Self-Review

Due Week 9: 100 points

- 1) **Part 1:** Record or upload your speech.
  - Refer to your outline or speaking notes to deliver your speech. Do not read your notes word for word.
  - Follow the technical instructions for recording your video in the “Assignment 4.2” section located in Week 9 of your course.
  - 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.
  - After you have recorded your speech, address the self-review questions in the “Assignment 4.2” section located in Week 9 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: 45		ASSIGNMENT 4.1: SPECIAL OCCASION SPEECH OUTLINE			
Criteria	Exemplary 100% - A	Proficient 85% - B	Fair 75% - C	Meets Minimum Expectations 65% - D	Unacceptable 0% - F
<p><b>1. Completed outline submitted to Blackboard.</b></p> <p>Weight: 40%</p>	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 or the outline is off topic.
<p><b>2. Outline provides solid flow for speech.</b></p> <p>Weight: 40%</p>	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 any outline, the outline is off topic, or outline structure provided no sense of flow for speech.
<p><b>3. Outline checked for spelling / grammar issues.</b></p> <p>Weight 20%</p>	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 any outline, the outline is off topic, or outline had major issues that impacted readability.

POINTS: 75

## ASSIGNMENT 4.2: SPECIAL OCCASION SPEECH

Criteria	Exemplary 100% - A	Proficient 85% - B	Fair 75% - C	Meets Minimum Expectations 65% - D	Unacceptable 0% - F
<b>1. Introduction</b> Weight: 15%	Gains attention and interest, previews main points	Gains attention and interest, generally previews main points	Some problems with gaining attention and interest and/or with previewing main points	Insufficiently gains attention and interest or insufficiently previews main points	Does not gain attention and interest, and/or does not preview main points
<b>2. Conclusion</b> Weight: 15%	Reinforces central idea, uses strong closing	Reinforces central idea, uses generally strong closing	Some problems with reinforcing central idea and/or with using strong closing	Insufficiently reinforces central idea or uses weak closing	Does not reinforce central idea, and/or does not use strong closing
<b>3. Speech Organization</b> Weight 15%	Well organized, logical structure	Well organized, generally logical structure	Some problems with organization and/or with logical structure	Insufficiently organized or insufficiently structured	Limited or no organization, and/or limited or no logical structure
<b>4. Time Requirement</b> 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
<b>5. Delivery</b> 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
<b>6. Speech Clarity, and Visual Quality</b> Weight: 20%	Clear and consistent throughout	Generally clear and consistent	Some problems with clarity and consistency	Problems with clarity and consistency throughout	Limited or no audio, video, and/or other technology
<b>7. Overall Effectiveness</b> Weight 15%	Connects well with audience and achieves purpose	Generally connects with audience and achieves purpose	Connects somewhat with audience, partially achieves purpose	Limited connection with audience, doesn't fully achieve purpose	Doesn't connect with audience or achieve purpose

POINTS: 30

## ASSIGNMENT 4.2: SPECIAL OCCASION SPEECH SELF-REVIEW

Criteria	Exemplary 100% - A	Proficient 85% - B	Fair 75% - C	Meets Minimum Expectations 65% - D	Unacceptable 0% - F
<b>1. Submit a completed self-review.</b> 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.
<b>2. Self-review was well-developed.</b> 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.