THE FIRST DAY OF CLASS

SpeechSHARK.

INSTRUCTOR'S INFORMATION

Name of Instructor:

College Email Address:

Instructor's Office Phone:

Add College Logo

▶ College ID Requirements

▶ Attendance Policy

▶ Drop/Add Procedures

▶ Withdrawal Procedures

THINGS TO KNOW…

CONTACT REQUIREMENTS

Give your Student ID#, class schedule, and instructor's name to a family member so that you can be located quickly in case of an emergency.

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SPECIAL CONCERNS

Emergency Exit Procedures
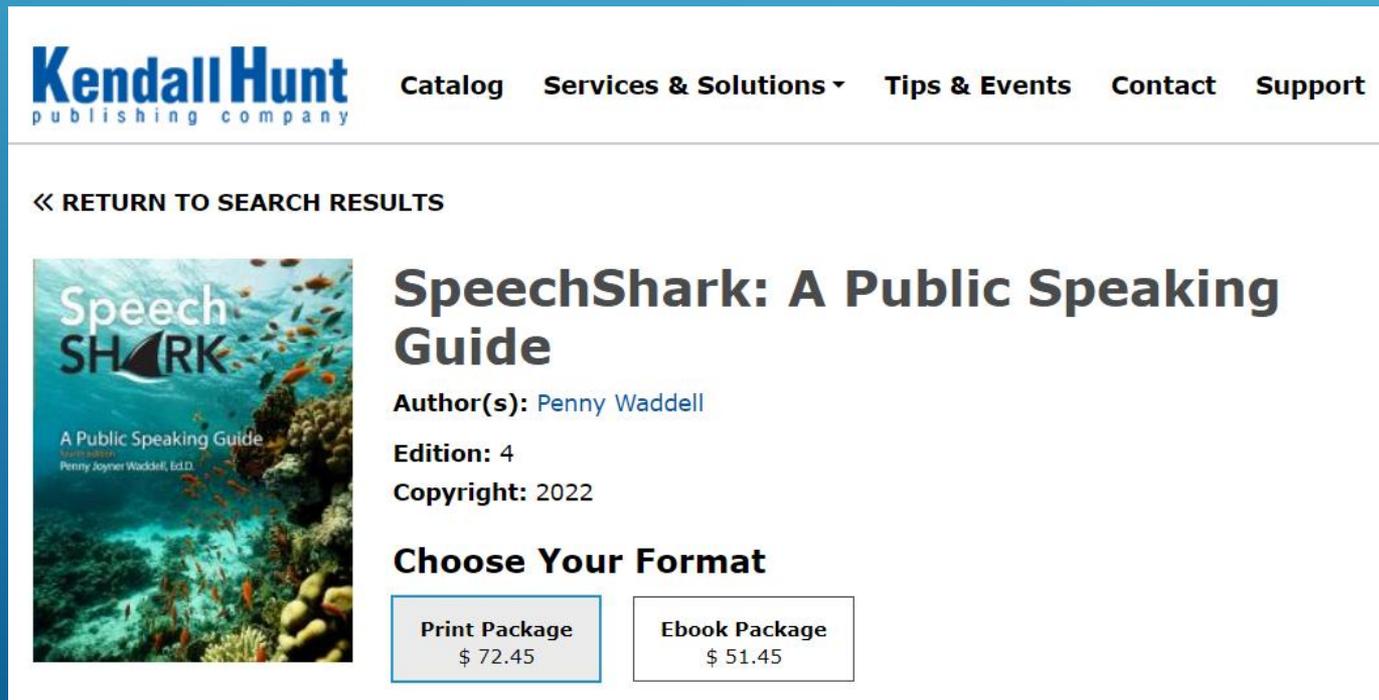
Classroom Attendance Policy

Unattended Children Policy

Inclement Weather

Non-Smoking Campus

REQUIRED TEXTBOOK

- **E-Book or Print Copy**
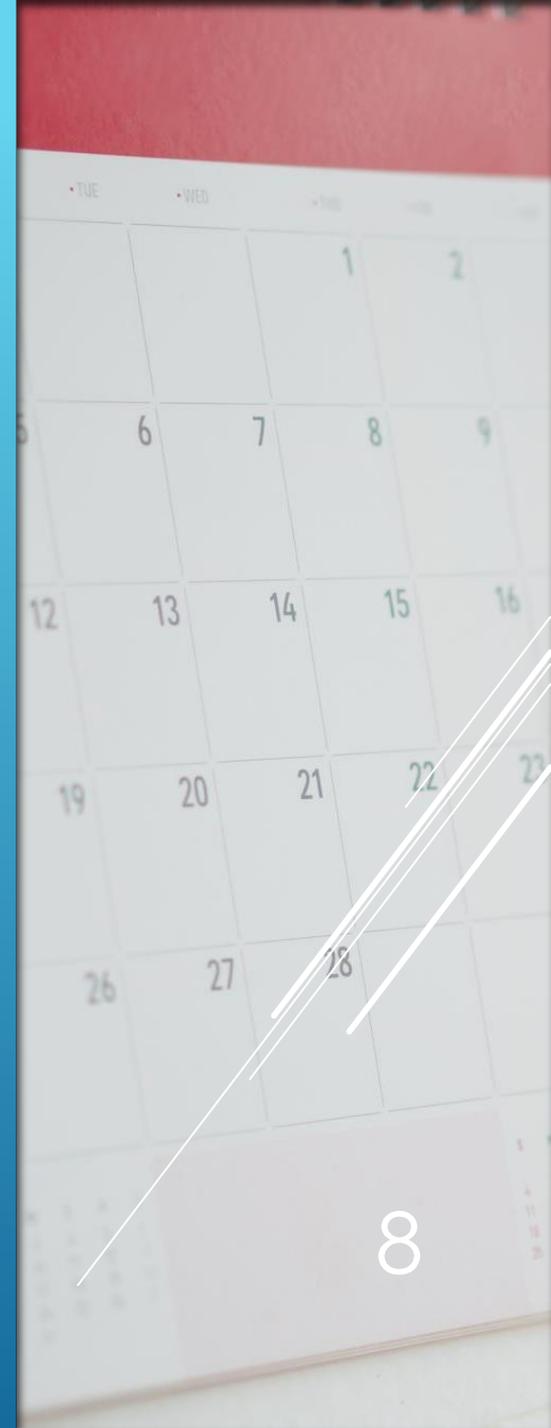- **Available at the Campus Bookstore and www.KendallHunt.com**

SYLLABUS

- Instructor Contact Information
- Course Description
- Dates and Hours Class Meets
- Demonstrated Competencies
- Grading Policy

▶ Consult the course calendar for due dates.

▶ Late work is not accepted.

▶ Submit online assignments to the designated Digital Drop Box.

ASSIGNMENTS

CELL PHONE POLICY

Please turn cell phones **OFF** when entering class.

If your cell phone rings during a classmate's speech, you lose points on YOUR speech grade.

SPEECH REQUIREMENTS

- ▶ Informative Speech

- ▶ Group Presentations

- ▶ Persuasion Speech

- ▶ Special Occasion Speech

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QUIZZES

▶ Five Unit Quizzes

▶ Final Exam Project (no test)

SPEECH DELIVERY METHODS

▶ Extemporaneous

▶ Impromptu

▶ Manuscript

▶ Memorized

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▸ **Prepared Speech**

　　▸ Time to conduct research

　　▸ Time to create a visual aid

　　▸ Time to rehearse

EXTEMPORANEOUS

Z = Zero time to prepare

Zany, Zesty, Pizzazz...

A = Attention to detail, Attention Step, Appeal, Ahhh...

P = Points (3)
- Plan, Prepare, Persevere

IMPROMPTU SPEECH = ZAP

MANUSCRIPT

- **Written Speech**

  - Presented word-for-word as written

  - May use a teleprompter

MEMORIZED

▶ **Written Speech**

  ▶ Entirely memorized

  ▶ Delivered as written

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EVALUATIONS

- Instructor Evaluations
- Peer Evaluations
- Self Evaluations
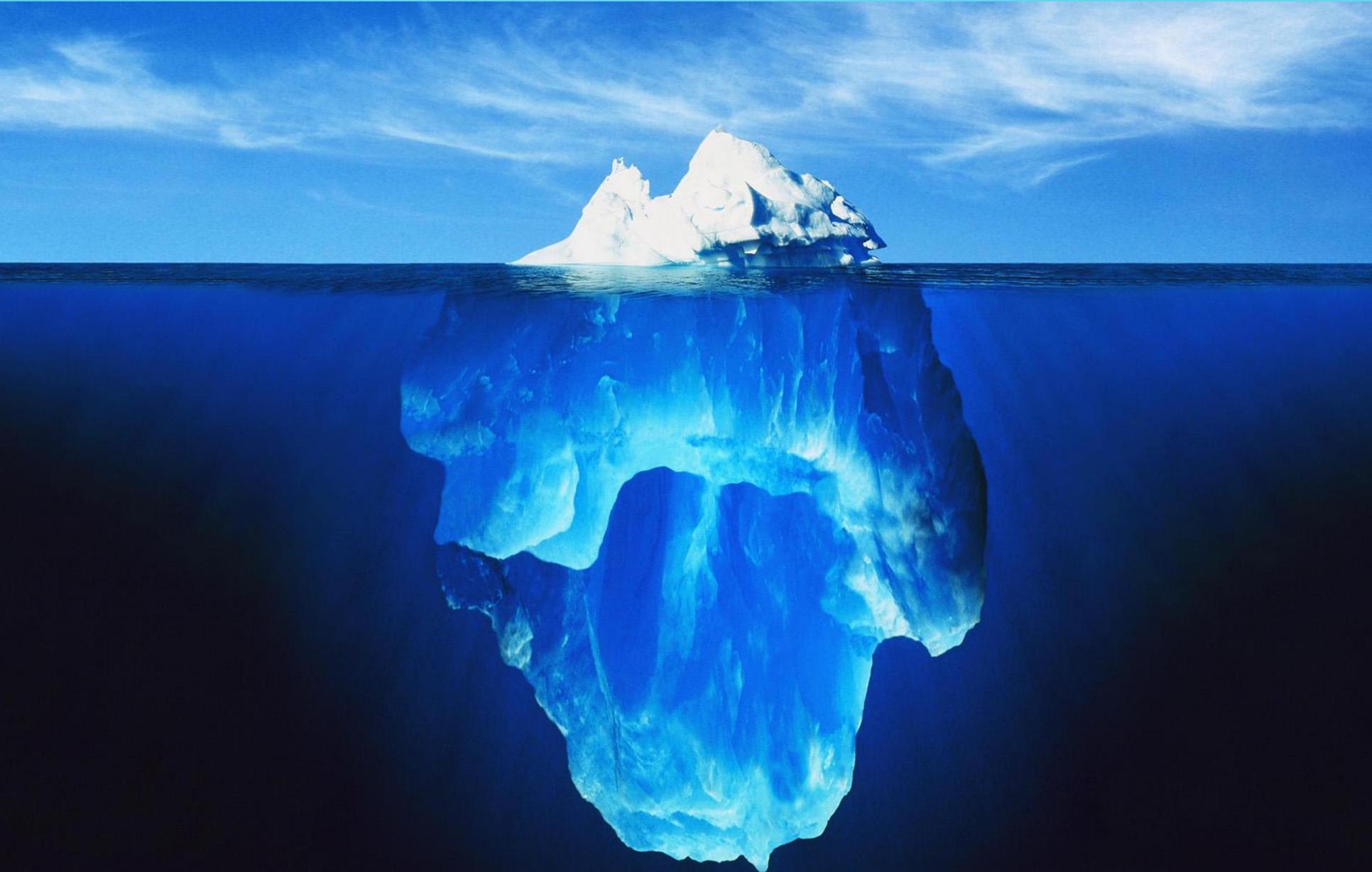
WHAT IS A SPEECH GROUP?

A Tech Team helps the speaker prepare, set up, run Power Points, and offers support during and after the speech.

WHAT IS A TECH TEAM?

CLASSROOM ACTIVITY

ZAP

Getting to Know You…

ICEBERG ZAP

QUESTIONS?