

# MCC SPEECH 151 -- Tuesday & Thursday CLASS SCHEDULE

DATE	CLASS DISCUSSION AND ACTIVITIES	STUFFS DUE @ The Beginning of Class	ASSIGNMENTS FOR NEXT CLASS	READ Chs
Jan.15 Th	Questioning Process & Interviewing  Exchange Bio Sheets  Assign numbers corresponding with Sections in text Chapters.	<b>Your Bio Sheet must be completed so you can exchange it with your interview partner. You will want to have read Chapters 1 and all of your handouts, your syllabus and schedule. Turn in your Handout Packet – Student Agreement signed as soon as you print it out.</b>	You will want to prepare your <b>Typed</b> Interview Schedule – Follow your interview schedule sample handout and use the same framework as the sample–make yours look like the sample. You will want to select your Informative Speech Topic – you can consult the Public Speakers' Site – by clicking on the <b>"Preparation"</b> Link – then the Topic Selection link.	<b>Ch. 1</b>
Jan.20 Tu	In-Class Summaries of Section from Chapter 1 in our text -- 2-Minutes.	Bring with you an outline of the info from our text. Include an intro, body, and conclusion.		Ch. 2 Interviewing Handouts
Jan.22 Th	<b>In-class Interviews</b> Outlining Format – Visual Aids  Assign Team Chaps 7,9,10,14	<b>Interview Schedule for In-class interview of classmate You will want to have your HANDOUT PACKET by Now – if you don't please see me – Without a Handout Packet you are at a disadvantage in class.</b>	Take the information you gathered during your interview and organize it in a logical order then outline the info in the Outline Guide for your Introduction Speech or you could type an outline using the same framework as in the Outline Guide—DO NOT WRITE OUT A WORD-FOR-WORD MANUSCRIPT OF your SPEECH.	Appendix On Interviewing pp. 396-415
Jan.27 Tu	In-Class Summaries from Ch. 2 in text -- 2-Minutes each	Bring an outline of your info from our text – include an introduction, body, and conclusion.		<b>Ch. 2 &amp; Outlining Handouts</b>
Jan.29 Th	<b>Introduction of Classmate-(2 minutes Maximum) (DO NOT USE a "word for word" manuscript of what you will say during speech – outline your material). This is an extemporaneous speech.</b>	<b>You will all have a Speaking Outline for your Introduction Speech. This will be an outline of the information from your interview. Outline your material – Do not write down every word you will say.</b>	When you know your Info. Speech topic you can formulate your Specific Purpose and Central Idea – you can find helpful information and clear examples of both in our text. You will want to go to our Library ASAP and view your Intro Speech Video so that you can do your Self-Evaluation–be detailed, specific, and comprehensive– answer all of the questions in great detail then email me your evaluation.	<b>pp.320-330 on Delivery</b>
Feb. 3 Tu	Meet in Teams for Presentation Specific Purpose Central Idea (If time permits) Assign Team Chaps 3,4,5,6	<b>Informative Speech Topics</b> <b>You will want to have your Informative Speech Topics by today or sooner. As soon as you have a topic contact me.</b>	You will want to decide on a Commemorative Speech Topic – To whom will you pay tribute? Will you commemorate a family member? A Friend? A Teacher?  Read chapter for Team Presentations.	<b>7,9,10,14 Read your Chapter thoroughly</b>
Feb. 5 Th	<b>"The Bad Speech" (2 mins.)</b> Audience Analysis Team Presentation Time	<b>Introduction Speech Video Self-Evaluation</b> <b>Bring some Questions for Analysis Questionnaire.</b> <b>Commemorative Speech Topic</b>	Based on your Info Speech Topic you will generate Questions to analyze your audience for the Analysis Questionnaires—Read the Audience Analysis Handouts and Web Pages.	<b>7,9,10,14 Skim for questions to ask &amp; 13</b>
Feb.10 Tu	<b>Team Presentations</b> <b>Chapters 7,9,10,14</b> <b>15 Minutes per Team</b>		Read all Audience Analysis Handouts & Web Page	
Feb.12 Th	Organizing the Speech Team Problem Solving Team Presentation Time Info. Speech Main Points Assign Team Chap. 11-13, Outlining Handouts	<b>Informative Speech MainPoints</b>  <b>Extra Credit for All Early Bird Audience Analysis Questionnaires – must have a copy for each classmate.</b>	You will want to develop your Informative Speech Main Points – you can find helpful information and clear examples of main points in our text on pages 240-251. <b>Go over Speech Preparation Check List Handout</b>	<b>3, 4, 5, 6 Read your Chapter thoroughly</b>
Feb.17 Tu	Team Presentation Workshop Team Problem Solving Project	<b>Extra Credit for All Early Bird Audience Analysis Questionnaires – must have a questionnaire for each classmate.</b>	Prepare Audience Analysis Questionnaire and bring 1 questionnaire for each classmate. Make sure you include an opening, closing, demographic questions and your name.	<b>3, 4, 5, 6 Skim for questions to ask &amp; 13</b>
Feb.19 Th	<b>Teams Present 3,4,5,6</b> <b>Controlling Nervousness</b>	<b>Audience Analysis Questionnaire is officially due today. You must have a copy for each classmate--Please include your name so we know who to return them to.</b>	Start to prepare an info outline draft --include your Specific Purpose, Central Idea, Preview Main Points and Summary – Plug them into the outline framework. There is an Info Speech preparation outline template in MS Word available to you online that will save you time.	11-13 <b>Read your Chapter thoroughly</b>

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Feb.24 Tu	Outlining the Informative Speech – Bring an outline draft with you. Bring questions you have about the outline.	<b>Informative Speech Preparation Outline Draft</b>	Get your Informative Speech Preparation & Speaking Outline Drafts on computer – Get the Framework down and plug in the information when you get it. “Build the house – you can pick up the furniture later.”	Ch. 12 Problem Solving Handouts
Feb.26 Th	<b>Teams Present Ch. 11,12,13 &amp; Info Handouts</b> – Each Team will run an Outlining Workshop based on their ch.	If you bring an outline draft you can get help from each Team – this will be very helpful.	Revise Informative Speech Outline <b>Take a good look at handout: <i>Speech Preparation Check List</i> and see your outline needs revision.</b>	<b>11-13 &amp; All Info.Speech Handouts</b>
Mar. 2 Tu	Informative Speech Outlining and Visual Aids	<b>Bring Revised Info Outlines</b>	<b>Take a very close look at the handout – <i>Speech Preparation Check List</i> and see how your outlines measure up – check to see if you are leaving anything out of your outlines.</b>	
Mar. 4 Th	Informative Speech Outlining Review Team Problem Solving	<b>Info Prep. Outline Draft</b>	Revise Outline Info Speech Outline Festival Preparation Go over all Info Speech Handouts	
Mar. 9 Tu	<b>Info. Speech Outline Festival</b> This was formerly called a test You could treat it like one or you could celebrate your knowledge with us. Speech Outline Evaluation –	<b>Bring REVISION of Preparation and Speaking Outline Draft or you can bring your final outline to turn in for a grade and for Extra Credit.</b>	Revise your Outlines. Make sure that your outline is consistent throughout. Be certain that your Central Idea, Preview, Main Points, and Summary are all consistent. Make sure you cited all your sources in you Reference section using complete citations. Cite sources in speech	
Mar.11 Th	Team Problem Solving	<b>Info. Speech Preparation &amp; Speaking Outline draft.</b>	You will want to practice your Vision Speech – Visualize yourself presenting a superior speech. Prepare for you Commemorative Speech – practice aloud as much as you can–practice without notes and time yourself.	Read ALL Info Speech Outlining Handouts & Material
Mar.16 Tu	<b>Vision Speeches</b> (2-3 mins)	<b>Info Speech Preparation Outline Final for Bonus Points</b>	Go to Library & view Vision Speech for Self Eval You could transform your Preparation Outline into a speaking outline pretty easily.	
Mar.18 Th	<b>Vision Speeches</b> (2-3 mins) If Needed...	<b>You could turn in your speaking outline for Early Bonus points.</b>	Prepare for you Commemorative Speech – practice aloud as much as you can–practice without notes and time yourself.	
Mar.30 Tu	<b>COMMEMORATIVE SPEECHES</b> (2-3 minutes)	<b>Info Speech Preparation Outline Final You could turn in Info Speaking Outline Early for Bonus pts. &amp; more preparation</b>	Informative Speech Speaking Outline Go to Library and View Commemorative Video	Comme-morative Speech handouts & Web page.
Apr. 1 Th	<b>COMMEMORATIVE SPEECHES</b> (2-3 minutes) If Needed... Team Problem Solving	<b>Vision Speech Self-Eval</b>	Create a specific, detailed, all-inclusive, comprehensive step by step plan for improvement for your informative speech . Practice Commemorative Speeches	Comme-morative handouts & Web page.
Apr. 6 Tu	Team Problem Solving	<b>Info. Speech Speaking Outline</b>	Finish Team Problem Solving Project	
Apr. 8 Th	<b>Team Problem Solving</b>		Finish Team Problem Solving Project	
Apr. 13Tu	Speaking Activity – Peer Evals Info Speech Delivery Practice	Team Problem Solving Projects	Bring all Info Speech Materials to class so you can practice your speech in small groups.	
Apr. 15Th	<b>Informative Speeches–Day 1</b> 1. 2.	3. 4. 5.	Info Speech Self-Evaluation - Day 1 <b>Submit via Email</b>	<b>13</b>
Apr. 20 Tu	<b>Informative Speeches–Day 2</b> 1. 2.	3. 4. 5.	Info Speech Self-Evaluation - Day 2 <b>Submit via Email</b>	<b>13</b>
Apr. 22 Th	<b>Informative Speeches–Day 3</b> 1. 2.	<b>Info Speech Self-Eval--Day 1&amp;2</b> 3. 4. 5.	Info Speech Self-Evaluation - Day 3 <b>Submit via Email</b>	<b>13</b>
Apr. 27 Tu	<b>Informative Speeches–Day 4</b> 1. 2.	3. 4. 5.	Info Speech Self-Evaluation - Day 4 <b>Submit via Email</b>	<b>13</b>
Apr. 29Th	<b>Informative Speeches–Day 5</b> 1. 2. 3.	<b>Info Speech Self-Eval--Day 3&amp;4</b> 4. 5.	Info Speech Self-Evaluation - Day 5 <b>Submit via Email prior to May 5 class</b>	<b>13</b>
May 4 Tu	<b>Final Impromptu Festival</b>	<b>Info Speech Self-Eval--Day 5</b>	<b>This Schedule is subject to modification and/or change</b>	