

Information about the Oral Competency Examination—PART 1

Fall 2008

Part 1 of the Oral Competency equivalency consists of a multiple-choice examination. Testing and Evaluation Services will administer the examination on the following dates: Thursday, August 14, 2008 at 9:00 A.M. and Monday, August 18, 2008 at 2:00 P.M. Visit their website for registration deadlines and procedures at <http://www.testing.wayne.edu/OCCE.pdf>.

Oral Competency Examination

Successfully passing both sections of this examination will provide you with oral competency equivalency. The examination occurs in two parts. Both parts **must** be completed and passed **within the same academic year** (e.g., Fall 2007, Winter 2008, and Spring/Summer 2008) in order to achieve oral competency equivalency. An “**academic year**” begins with the Fall semester and ends with the Spring/Summer semesters.

Part 1 - Written Examination (*Administered by Testing and Evaluation Services*)
Part 1 is a written exam consisting of 100 multiple-choice questions. A passing grade is 70%. The Department of Communication will act as the sole arbiter of which answers are correct or incorrect. The pass rate as of Spring/Summer 2008 is 74%.

The exam consists of 100 multiple-choice questions covering all areas of basic public speaking and communication practices. Students should study chapters 1 - 16 within the textbook used in COM 1010: Public Speaking: Special Edition for Wayne State University, 1st ed. (with the yellow and red cover). The multiple-choice items will be drawn from this text. The study guide identifies the chapter objectives. Students should also study material from the COM 1010 course supplement as indicated on the study guide. A copy of the textbook and the supplement are on reserve in the Adamany Undergraduate Library.

All students who earn a passing grade (70% or higher) on part I of the exam (written portion) will have an opportunity to participate in Part 2 of the examination. Those who do not earn a grade of 70% or better will not be able to earn oral competency credit this semester and may register for a 1010 section space/time permitting, or may attempt Part I again the next time it is offered.

Part 2 - Oral Performance(Register by Monday, August 25, 2008 at 4:30 P.M.; oral presentation on Thursday, Aug. 28, 2008 at 10:00 A.M.)—**these dates ARE NOT flexible**)

Part 2 of the examination requires students to accomplish the following: present a **7 - 9 minute persuasive speech addressing a proposition of policy**; use either a **problem-solution organizational format, or Monroe's Motivated Sequence format (explanations found in the textbook)**; prepare a **full-sentence outline of their speech (including references)**; and prepare a **written analysis of their speech**. There also will be a **\$20.00 fee** for those participating in the second portion of the exam.

Please note: If you major (or will major) in Communication, you will have to take COM 1010 regardless of whether or not you pass both parts of the OCE.

ORAL COMPETENCY EXAM (Part 1) STUDY GUIDE

Fall 2007

Chapter One—Speaking with Confidence

Public speaking and employment
Public speaking and conversation
The elements of the communication process
Understanding your nervousness as a public speaker
Building your confidence as a public speaker
Anxiety reduction techniques

Chapter Two—Developing Your Speech

Considering the audience when selecting a topic
Considering yourself when selecting a topic
Brainstorming
General and specific purposes
Generating your main ideas
Previewing your main ideas
Strategies to enhance audience interest
Strategies to enhance audience recall

Chapter Three—Ethics and Free Speech

Ethics
Honesty and plagiarism
Listening ethically

Chapter Four—Listening to Speeches

The stages of the listening process
Barriers to effective listening
Becoming a better listener
Goals of listening
Analyzing and evaluating speeches

Chapter Five—Analyzing Your Audience

Gathering information about your audience formally and informally
Ethnocentrism
Three types of audience analysis
Attitudes, values, and beliefs
Adapting to your audience as you speak

Chapter Six—Gathering Supporting Material

Personal knowledge and experience
Evaluating web resources
Library resources
Interviews

Chapter Seven—Supporting Your Speech

Illustrations
Descriptions and explanations
Analogies
Statistics
Opinions

Chapter Eight—Organizing Your Speech

Organizing your main ideas
Organizing your supporting material
Developing signposts

Chapter Nine—Introducing and Concluding Your Speech

Purposes of introduction
Effective introductions
Purposes of conclusions
Effective conclusions

Chapter Ten—Outlining and Editing Your Speech

Developing your preparation outline
Editing your speech
Developing your delivery outline and speaking notes

Chapter Eleven—Using Words Well: Speaker Language and Style

Using words effectively
Adapting your language style to diverse listeners
Crafting memorable word structures

Chapter Twelve—Delivering Your Speech

Methods of delivery
Characteristics of effective delivery
Rehearsing your speech: Some final tips
Responding to questions

Chapter Thirteen—Using Presentation Aids

Types of presentation aids
Guidelines for using presentation aids

Chapter Fourteen—Understanding Principles of Persuasive Speaking

Persuasion defined
How to motivate listeners
Elaboration likelihood model of persuasion
Categories of persuasive proposition

Chapter Fifteen—Using Persuasive Strategies

Ethos, pathos, and logos
Deductive reasoning
Avoiding faulty reasoning

Using emotion to persuade

Chapter Sixteen—Special Occasion Speaking

Ceremonial speaking

After-dinner speaking: Using humor effectively