

# Oral Communication Competency Exam

## Part II Instructions

### OCCE Part II General Information:

Part II of the OCCE requires students to accomplish the following: a 5-7 minute Informative Speech; prepare a full-sentence preparation outline (including references, both in-text and attached as a reference sheet); and prepare an audience analysis statement (guidelines available under Part II Information on the OCCE site). **Part II may only be attempted once.** Should a student receive a No Pass, they must fulfill the Oral Communication requirement through alternative means (see General Education requirements above).

### REGISTRATION FOR PART II:

For Part II registration, please remit **\$20.00 in a check or money order (No cash or cards) payable to Wayne State University** and a registration form **filled out electronically** to the Department of Communication prior to the exam deadline:

Jamie Cobb  
Dept. of Communication  
Wayne State University, 906 W. Warren,  
585 Manoogian Hall,  
Detroit, MI 48201.

***The date and time of this exam are not flexible!*** If you are taking Part II you MUST arrange to be available at the listed testing time. Being tardy to the exam will reflect in your evaluation. You should plan on being there for about 2-2 ½ hours. You will present your speech and serve as an audience member for other speakers.

**Aside from a campus-wide closure, no exceptions to this date and time will be given, regardless of weather circumstances, personal circumstances, graduation status, etc.** Those in their last semester, and/or those who have only the OC requirement to fulfill, are not guaranteed to pass and may still be required to fulfill the OC requirement in another way.

### PART II SPEECH INSTRUCTIONS:

- I. You are to present a 5-7 minute **informative** speech extemporaneously.
  - A. You should construct an informative speech specifically addressing a communication-themed issue.
    1. You should consult the COM 1010 textbook, ***Speech Craft by Joshua Gunn*** to help you in understanding an array of communication themes and issues.
    2. You are expected to demonstrate a high level of competency on key criteria befitting a university-level speech performance.
    3. The speech should exhibit all the traits of a well-informed and engaging message.

4. **Speeches that are persuasive or do not meet the criteria of an Informative Speech will receive an automatic No Pass.**
- B. The speech should include the effective use of appropriate presentation aids (visual and/or audio—a “technological” aid is not required).
    1. If you utilize PowerPoint or another form of computer-generated presentation, you must bring it on a CD-Rom and/or a USB drive suitable for a PC.
    2. You should have a backup for your presentation aid, as technology is often unreliable.
    3. ***There is no guarantee that the room will have internet access***, so we suggest that you do not rely on the internet for your presentation aid.
    4. You should mark on your registration form the types of technological support you need, if any. You are responsible for providing anything not on that list. To repeat: Internet access is not guaranteed; therefore, you are discouraged from relying on the internet for your presentation aid.
    5. **If you do not bring a presentation aid, you will not be allowed to attempt Part II.**
  - C. In your speech, you should use **at least 5 sources** of at least 3 different types.
    1. The textbook must be included as one source.
    2. Other acceptable sources include
      - a. Peer-reviewed journal article
      - b. Newspaper articles (on-line newspapers are OK)
      - c. Magazine articles
      - d. Books/e-books
      - e. Credible websites
      - f. Credible web articles
    3. Your sources should be correctly cited according to MLA style.
      - a. You should correctly cite your sources orally within your speech.
      - b. You should correctly cite your sources in written form on your full-sentence outline (see section III.B below).
      - c. **Speeches with no oral citations will receive an automatic No Pass.**
  - D. The speech should demonstrate elements of effective organization as well as effective oral and physical delivery.
  - E. You are evaluated on both the content and presentation of your speech.
  - F. You may use up to seven (7) 3x5 or 4x6 delivery outline (keyword) note cards. You will turn in your note cards after giving your speech.
  - G. **Speeches that sound read or memorized are subject to receive a result of NO PASS. You should present your speech extemporaneously.**
- II. Additionally, you are evaluated on the written materials described below.
- A. Students taking Part II of the exam must complete the attached Oral Competency Speaking Examination Speaker Statement Form and make three (3) typed copies of the form. Your answers should be in **complete sentence**, essay form.
  - B. You must also prepare a full sentence preparation outline (which includes your list of references) and make 3 typed copies of your outline.

- C. If you do not bring your written materials, you will not be allowed to attempt Part II.
  - D. You are expected to use at least 5 sources of information (supporting material).
    - 1. See section II.C above for detailed information regarding sources.
    - 2. These should be of at least three different types.
    - 3. You should cite your references (prepared using MLA style) during the speech, within your outline, and in a reference page at the end of your outline.
    - 4. **Speeches with no correct verbal citations receive an automatic No Pass, regardless of how well done the speech and the written materials are.**
  - E. You should bring the copies of the speaker statement form & outline, including your list of references, with you on the day you present your informative speech. **These materials should be stapled together in sets of three.** These materials are used in the final assessment of your competency.
- III. Your speech may be video recorded.
- A. It will be retained by the Department of Communication.
  - B. This is used for reference only, and no one but the evaluation panel will see it.
  - C. You do not need to bring anything in preparation for recording.
- IV. Your audience will consist of other student speakers and at least 2 instructors from the Department of Communication.
- V. You are expected to adhere to proper audience etiquette when listening to the other speakers.
- A. Turn your mobile phone to “off” (not to “vibrate” or “silent”). Phones that ring or vibrate will negatively affect the evaluation of the speaker who owns the phone.
  - B. Absolutely no texting during the administration of the exam. Do not leave the room to answer phone calls or texts, or to make phone calls or texts.
  - C. Do not arrive late or leave early to give your speech. Be respectful of the time others are taking to listen to you, and stay for the entire time to listen to them.
- VI. Students who meet the effectiveness criteria on the oral presentation and supporting materials will be awarded oral competency status.
- A. You will be notified of your status via the WSU access ID email address you provide on your registration form.
  - B. The Department of Communication is not responsible for email addresses that are non-working, for inboxes that are full and will not allow any emails to go through, for returned emails, for emails that are sent to junk/bulk mail folders, etc.
  - C. If you have not received email notification of your results within two weeks of the exam this indicates something may be wrong with the email transmission of the results.
- VII. The decision of the evaluation committee is final.

- VIII. If you do not show up for Part II of the OCCE, you will not be allowed to retake the exam. If you do not bring your written materials, you will not be allowed to speak or retake the exam. If you do not bring your presentation aid, you will not be allowed to speak or retake the exam. You will have to retake Part II during the next round of administration, if the next round falls within the same academic year in which you passed Part I. If it does not fall within the same academic year, you will have to pass both parts during the next round of exam administration.

If we can be of further assistance or if you have special needs for the presentation, please contact Jamie Pond-Cobb (Assistant Course Director) at [jpondcobb@wayne.edu](mailto:jpondcobb@wayne.edu) or Dr. Anita Mixon (Course Director) at [gj1184@wayne.edu](mailto:gj1184@wayne.edu).

**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 OCCE.**

## ORAL COMPETENCY EXAM - PART II

### ORAL COMPETENCY SPEAKING EXAMINATION SPEAKER STATEMENT FORM

You need to provide 3 typed copies of your answers to the questions below for this speaker statement on the day you present your 5-7 minute informative speech on a communication-themed concept or issue. Also, remember to bring 3 copies of your outline, including references. Please do not bring your printed materials in any kind of folder. Please simply **staple** them in three sets.

This part should be completed in full-sentence, essay form. You can answer each item individually, but your answers should be full-sentences.

#### *Speaker Statement*

Please thoroughly address each of the following questions in your speaker statement. Use evidence to support your claims.

1. What is the purpose of your speech?
2. What is the central idea (thesis) of your speech?
3. How have you considered the audience for this speech? What steps have you taken to adapt to this audience? (The audience will consist of at least 2 instructors from the Department of Communication as well as other students participating in Part II)
4. What kinds of supporting material have you selected? Why did you select these materials?
5. Which type(s) of presentational aid(s) have you selected? Why is this appropriate?
6. What makes this an informative speech on a communication-themed concept or issue?
8. What considerations did you make concerning the delivery of the speech?
9. What is the most important element in your preparation of your speech? Explain.
10. How did you practice for your speech today?