Oral Competency Examination

Fall 2016

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 2016, and Winter 2017) in order to achieve oral competency equivalency. An “academic year” begins with the Fall semester and ends with the Winter semester. Therefore, in order to qualify to take Part II on October 28, 2016, you must have passed Part I in October 2016 or February 2016.

Both parts occur during the semester in which they are recorded. For example, the results from this round of administration of the OCCE (October 2016) will be recorded during the Fall 2016 semester.

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<th>Registration Deadline</th>
<th>Testing Date</th>
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<tr>
<td>PART I</td>
<td>Hand Deliver: Monday, October 10, 2:00PM in Manoogian 585</td>
<td>Friday, October 14, 2016 11:00AM Manoogian 166</td>
<td>$20.00</td>
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<td>Postmark: Wednesday, October 5, 2016</td>
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<td>PART II</td>
<td>Hand Deliver: Monday, October 24, 2:00PM in Manoogian 585</td>
<td>Friday, October 28, 2016 11:00AM Manoogian 166</td>
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<td>Postmark: Wednesday, October 19, 2016</td>
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Information about the Oral Competency Examination—PART 1

Part 1 of the Oral Competency equivalency consists of a 50-question multiple choice examination and a speech analysis. The speech analysis involves watching an informative speech (provided by the Department of Communication) and identifying particular aspects of it. The Department of Communication will administer the examination on the following date:

**Friday, October 14, 2016, 11:00 AM, MANO 166**

(Register: hand-deliver: by Monday, October 10, 2:00 PM, MANO 585. By mail: postmarked by Wednesday, October 6.)

**Part 1 - Written Examination** (multiple-choice and speech analysis)
(Administered by the Department of Communication)

Part 1 is a written exam consisting of 100 multiple-choice questions and a speech analysis of an informative speech. 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 for Part I from Fall 2006 to February 2016 is 68%.

The first section consists of 100 multiple-choice questions covering all areas of fundamental public speaking and communication practices. Students should study key terms, concepts, and ideas from the COM 1010 Textbook:

The multiple-choice items will be drawn from this text. The study guide below identifies key terms and concepts for the multiple-choice portion of the OCCE. The second section consists of a speech analysis. An informative speech will be shown during the administration of the exam, and you will be given a sheet on which you will identify particular aspects of the speech. The textbook will help you prepare for both the multiple-choice portion and the speech analysis portion. A copy of the textbook is on reserve in the Undergraduate Library. You can also purchase the book in the campus bookstore.

All students who earn a passing grade (70% or higher) on Part I of the examination (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.

**REGISTRATION FOR PART I:**

For Part I registration, please remit **$20.00 in a check or money order** (unfortunately, we do not accept cash or credit cards), and a registration form (found on the OCCE home page, http://www.comm.wayne.edu/oce.php). You must fill out the form electronically. Your check or money order for $20.00 should be made payable to Wayne State University. DO NOT USE CASH! You may hand-deliver your registration form and fee, or send it in the mail. If you hand-deliver, the check or money order must be delivered in person to 585 Manoogian no later than Monday, October 10 at 2:00 p.m. If you send via mail, your registration form and fee must be postmarked by Wednesday, October 5, 2016.

The address is:

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

Failure to pay the $20.00 on time will result in your exclusion from the examination.

**Part 2 - Oral Performance** (register hand deliver: by Monday, October 24 at 2:00 PM; register by mail, postmarked by Wednesday, October 19, 2016; oral presentation on Friday, October 28, 2016 at 11:00 AM, MANO 166)—these dates ARE NOT flexible, regardless of your circumstances!

Part 2 of the examination requires students to accomplish the following: present a 5-7 minute informative speech; prepare a full-sentence outline of their speech (including references); and prepare an audience analysis— in essay form (see guidelines under Part II information). There also will be a $20.00 fee for those participating in the second portion of the exam. Details of these requirements can be found under the Part II instructions and speaker statement.

**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.
*Note: The final exam will assess not only your ability to define key concepts and definitions throughout the text, but also to apply these concepts in real life and hypothetical scenarios. Therefore, do not simply memorize the definitions of terms, but also take the time to understand how these key terms appear in day-to-day communication practices.

**Chapter 1 (Speaking in Public)**
- What power does public speaking hold, according to your text?
- What are the strategies listed by the text to handle public speaking nervousness?
- What are the differences between nervousness and anxiety?
- What are the seven parts of the communication process identified in the text?
- What is critical thinking and how does it relate to public speaking?
- How does a person’s frame of reference influence the public speaking process?
- What is ethnocentrism and how can it hinder the communication process?

**Chapter 2 (Ethics)**
- What types of responsibilities are associated with the power of speechmaking?
- What are the three types of plagiarism discussed in the text?
- What is audience prejudice and how does it influence the speaker?

**Chapter 3 (Listening)**
- What are the four causes of poor listening?
- The text defines four kinds of listening, define them.
- Describe the seven strategies listed for becoming a better listener
- Your text lists three strategies for focusing your listening, what are they?
- What system is described by the book as being best for students to listen to formal speeches?
- How fast can the human brain process speaking?

**Chapter 4 (Giving your first speech)**
- What are the three main parts of a speech?
- As a speaker, what is the first thing you need to do in your introduction?
- What is a transition?
- What is the goal of each main point in your speech?
- What is the difference between topical and chronological order?
- What does it mean to speak extemporaneously?
- What are the examples listed in the book of nonverbal aspects of your speech presentation?

**Chapter 5 (Topic Selection)**
- What is the difference between a general and a specific purpose of a speech?
- What are the two primary general purposes discussed for a speech in this chapter?
- What is a central idea?

**Chapter 6 (Audience)**
- How does audience-centeredness influence the speaker?
- What is audience analysis?
- Define an egocentric audience
- Under a demographic audience analysis, what would you as the speaker consider?
- What are the factors to consider in a situational audience analysis?
- Define stereotyping

**Chapter 7 (Research)**
- What three criteria help you assess the soundness of internet sources?
- What is sponsorship?
- You cannot locate the author of a text, what does your text tell you to do?
- How can statistics aid in your speech?
- What are the factors listed in the book to determine good sources?
Chapter 8 (Support)
- In your speech, what is the point of providing examples?
- What is expert testimony? How does it help/hurt your speech?
- What is the difference between peer and expert testimony? Be able to identify examples of both
- What does it mean to paraphrase?

Chapter 9 (Organizing)
- For what type of speech would you use a problem-solution organization pattern?
- Be able to describe the difference between chronological, topical, spatial, and causal ordering
- What are the strategic methods the book describes for ordering main points?

Chapter 10 (Intros/Conclusions)
- Identify the purpose of an internal preview statement?
- What are the five main parts of an introduction?
- What is credibility as a speaker? How do you establish credibility as a speaker?
- What are the main parts of a conclusion?

Chapter 11 (Outlining)
- What are the differences between a preparation outline and a speaking outline? How are they similar?
- How do you identify main points in a preparation outline?
- Be able to identify sub-points and sub-subpoints of an example outline

Chapter 12 (Language)
- How does language shape reality?
- What is the difference between denotative and connotative meaning. Be able to identify examples of each.
- What makes a word or phrase abstract?
- How does a speaker make their speaking language more vivid?
- Be able to explain identify the differences between similes, metaphors, personification, parallelisms, alliteration, and antithesis.
- What is inclusive language?

Chapter 13 (Delivery)
- Your text discusses eight key features of the speaker's voice that need to be considered for delivery, what are they?
- Be able to provide and identify examples of nonverbal communication versus verbal communication.
- How does inflection influence the way the audience understands your speech?

Chapter 14 (Visual Aids)
- How are visual aids useful during a speech performance?
- What aspects of a visual aid hurt a speech performance or can be distracting?
- The text discusses several graphs often seen in visual aids, what are they?
- The text discusses several “appropriate” guidelines for employing aids like petitions, photographs, and other visual aids outside of powerpoints. Be able to explain when it is best to use these aids.

Chapter 15 (Informing)
- There are four types of informative speeches discussed by the text, what are they and how do they differentiate from one another?
- What assumptions can and cannot be made about the audience for an informative speech?
- What is the key element differing informative speeches from persuasive speeches?

Chapter 16 (Persuading)
- What are the differences between questions of fact, value, and policy?
- What is the burden of proof?
- Know the different persuasive speech organizing methods discussed in the text and for what scenarios to use each.
Chapter 17 (Methods of Persuasion)
- What are the Aristotelian Proofs?
- Explain the differences between initial, derived, and terminal credibility.
- What is analogical reasoning? How does it differ from Reasoning from principle?
- What is Reasoning from specific instances? How does it differ from Causal Reasoning?
- What is a fallacy?
- Your text discusses eight different types of fallacies, be able to identify examples of each.

Chapter 19 (Small Groups)
- What are the different forms of leadership found in small groups?
- There are three functional needs fulfilled by leadership roles, what are they?
- What are the defining characteristics of a small group? What are the responsibilities of a small group?
- What are the decision making methods of small groups? Which is the most common according to your textbook?