**Oral Communication Competency Exam**

Part II Instructions

**OCCE Part II General Information:**

Part II of the OCCE requires students to accomplish the following: deliver a 5-7 minute Informative Speech; prepare a full-sentence preparation outline (including references, both in-text and attached as a Works Cited page); and prepare an audience analysis statement (instructions below). **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 the [*General Education Requirements*](http://bulletins.wayne.edu/undergraduate/general-information/general-education/competency-requirements/)).

**REGISTRATION FOR PART II:**

For Part II registration, please email a completed registration form **filled out electronically** to the Public Speaking Resource Center (publicspeaking@wayne.edu) prior to the exam deadline. There is a registration fee of $10 for each part of the exam. Payment for the exams must be made in-person to the Cashier’s Office located on the 2nd floor of the Welcome Center. Please complete and submit an Oral Communication Competency Exam Payment Form along with your payment. Payment must be submitted by the deadline to complete the registration process.

***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 date and time:

 Part II: Friday February 28, 2025

 Time: 2-4:30 pm

 Location: Room 226 Manoogian Hall (Armenian Room)

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, there will be 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:**

1. You are to present a 5-7 minute **informative** speech extemporaneously.
	1. You should construct an informative speech specifically addressing a communication-themed issue.
		1. You should consult the COM 1010 textbook, ***Contemporary Public Speech* by Pat Gehrke and Megan Foley**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.”**
	2. The speech should include the effective use of appropriate presentation aids (visual and/or audio—a “technological” aid is not required).
		1. Please send presentations to publicspeaking@wayne.edu so that they can be displayed efficiently.
		2. You should have a backup for your presentation aid (i.e., external hard drive), as technology is often unreliable.
		3. **If you do not have a presentation aid, you will not be allowed to attempt Part II.**
	3. 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:
			* 1. Peer-reviewed journal article
				2. Newspaper articles (online newspapers are OK)
				3. Magazine articles
				4. Books/e-books
				5. Credible websites or web articles
		3. Your sources should be correctly cited according to **MLA style**:
			* 1. You should correctly cite your sources orally within your speech.
				2. You should correctly cite your sources in written form on your full-sentence outline (see section III.B below).
				3. **Speeches with no oral citations will receive an automatic “No Pass.”**
	4. The speech should demonstrate elements of effective organization as well as effective oral and physical delivery.
	5. You are evaluated on both the content and presentation of your speech.
	6. You may use up to seven (7) 3x5 or 4x6 delivery outline (keyword) note cards.
	7. **Speeches that sound read or memorized are subject to receive a result of “NO PASS.” You should present your speech extemporaneously.**
2. Additionally, you are evaluated on the **written materials** described below:
	1. Students taking Part II of the exam must complete the **Audience Analysis Form** (instructions below) and email it to the Public Speaking Resource Center (publicspeaking@wayne.edu). Your answers should be in **complete sentence**, essay form.
	2. You must also prepare a **full sentence preparation outline (which includes your list of references within a Works Cited page)** and email it to the Public Speaking Resource Center (publicspeaking@wayne.edu).
	3. **If you do not submit your written materials, you will not be allowed to attempt Part II.**
	4. You are expected to use at least 5 sources of information (supporting material):
		1. See section I.C above for detailed information regarding sources.
		2. These should be of at least three different types of sources.
		3. You should cite your references (prepared using MLA style) during the speech, within your outline, and in a Works Cited 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.**
	5. You should email the audience analysis statement form & outline, including your list of references within your Works Cited page to the Public Speaking Resource Center (publicspeaking@wayne.edu) prior to the presentation of your Informative Speech.These materials are used in the final assessment of your competency exam.
3. Your speech may be video recorded:
	1. It will be retained by the Department of Communication.
	2. This is used for reference only, and no one but the evaluation panel will see it.
	3. You do not need to bring anything in preparation for recording.
4. Your audience will consist of other student speakers, the Assistant Basic Course Director, and at least two (2) instructors from the Department of Communication.
5. You are expected to adhere to proper audience etiquette when listening to the other speakers:
	1. 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.
	2. 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.
	3. 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.
6. Students who meet the effectiveness criteria on the oral presentation and supporting materials will be awarded oral competency status:
	1. You will be notified of your status via the WSU access ID email address you provide on your registration form.
	2. 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 sent to junk/bulk mail folders, etc.
	3. 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.
7. **The decision of the evaluation committee is final.**
8. 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 submit your materials to the Public Speaking Resource Center via email (publicspeaking@wayne.edu), you will not not be allowed to speak or retake the exam. If you do not have a 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 Meagan Winkelseth (Assistant Basic Course Director) at publicspeaking@wayne.edu or Dr. Anita Mixon (Basic Course Director) at 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 COMMUNICATION COMPETENCY EXAM - PART II**

 **AUDIENCE ANALYSIS STATEMENT FORM:**

You need to provide your answers to the questions below for this audience analysis statement on the day you present your 5-7 minute informative speech on a communication-themed concept or issue. Also, remember to submit your **Outline** and **Works Cited page**. All materials must be emailed to the Public Speaking Resource Center (publicspeaking@wayne.edu)

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

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?