

Reading Response - Week 1

“SLMR Speech Model”(pages 2-7)
and *“Five Elements in the Speech Process”* (pages 10-12)

In class we discussed a speech model; the text presents a more simplified version of this. What are some of the differences?

Who has the most control over the communication context? _____

What are some elements that may cause this person to lose some of the control?

Whose needs are most important in planning and delivering a speech? _____

What are some challenges you may face in meeting those needs?

How do listeners express their responses to a speech?

Explain the four methods of speech delivery. Which is best? Why?

Pages 10-12 give an overview of the rest of the text. Which area (research, organization, text, graphics, or delivery) do you feel will be most valuable for you?

Reading Response - Week 2

“Dealing with Nervousness” (pages 118-124)

How does good preparation help a speaker overcome excessive nervousness?

Explain why physical preparation helps overcome excessive nervousness.
Name at least one other way to physically prepare yourself to overcome nervousness.

Guidelines 6, 7, and 8 (pp. 122-123) deal with building and exhibiting self confidence. In your own words, how would you explain these three hints to a friend who is nervous about giving a speech?

The textbook gives 10 guidelines for reducing anxiety. Which have you used before?
Which new one(s) sound the most useful to you?

Reading Response - Week 3

“Finding Information about the Audience” (pages 16-21)
“Finding Information about the Topic” (pages 21-29)

What four obstacles must speakers consider when planning a speech?

- 1)
- 2)
- 3)
- 4)

Pages 22-25 give suggestions for choosing a speech topic. List the five guidelines.

Use these guidelines to come up with topics for speeches that you, personally, could give. List two topics for each guideline. (ex. Guideline #4: Experiences of Others – I could give a speech on the following:
a) Students who overcame difficulties to succeed in school, or b) A friend’s experience coming to America.)

- 1)
 - a)
 - b)
- 2)
 - a)
 - b)
- 3)
 - a)
 - b)
- 4)
 - a)
 - b)
- 5)
 - a)
 - b)

Write an example of an open question.

Write an example of a closed question.

Reading Response - Week 4

“Guidelines for the ABC Format” (pages 41-48)
“Outlines” (pages 48-53)

After reading the examples of six introduction strategies on page 43, choose four of the strategies and write your own brief introductions (3-4 lines each) for a topic of your choice.

I)

II)

III)

IV)

Write a concluding action statement for an informative speech using the guidelines in the text.

In your own words, tell why you should outline your material as part of preparing a speech?

Reading Response - Week 5

“Graphics” Part 1 (pages 76-93)

Explain when you would use each of the following graphics (ie: to show trends, comparisons, etc):

Tables –

Pie Charts –

Bar Charts –

Line Charts –

Choose three guidelines in this week’s readings that you had not considered before. How will you change future speeches based on this new information?

Reading Response - Week 6

*“Graphics” Part 2 (pages 94 - 104) and
“Description,” “Classification/Division,” “Comparison/Contrast” (pages 61-68)*

Using the information from the text, write a paragraph (5-6 sentences) telling a friend in your own words how to avoid confusing listeners when using graphics in a speech.

Choose three of the PowerPoint guidelines in the text. In your own words, explain these to a friend.

What is the difference between classification and division?

What is the difference between comparison and contrast?

Compare two items (ex: two cars, houses, jobs, or people).

Now contrast those two items.

Reading Response - Week 7

1) Find an article on the Internet or in the library that deals with leading meetings or with group dynamics. Print out or copy the article and attach it to this sheet.

2) What is the main idea of the article?

3) Outline or summarize the main points of the article below.

Reading Response - Week 8

“Using Borrowed Information” (pages 29-34)

Explain in your own words why a speaker should be extremely careful about plagiarism.

Explain in your own words the difference between “common knowledge” and material that should be credited to the source. Give an example for each.

What is the difference between summary cards, paraphrase cards, and quotation cards.

Reading Response - Week 9

“Definition” (pages 56-61)

When would you use an informal definition in a speech? Give an original example (not from the text).

When would you use a formal definition in a speech? Give an original example (not from the text).

When would you use an expanded definition in a speech? Give an original example (not from the text).

Reading Response - Week 10

“Giving the Speech” (pages 113-118)

Which of the presentation guidelines were most valuable to you?

Write a thought-provoking rhetorical question.

Why would it be important for a speaker to follow the Q&A guidelines listed in the text?

Reading Response - Week 11

“Speech Types Based on Purpose” (pages 7-10)

What are the three main purposes for oral presentations?

Page 8 mentions “decision makers” as part of your audience. In addition to what the text mentions, what do you think would be important to keep in mind when presenting information to “decision makers”?

What is the difference between an informative and a persuasive speech?

How are occasional speeches different from other types of speeches?

Reading Response - Week 13

“Argument” (pages 69-72)

According to the text, what is the definition of an “argument”?

Give original examples (not ones from the text) for each of the argumentative fallacies listed below.

- Ad hominem

- Circular reasoning

- Either/or fallacy

- False analogy

- Hasty generalization

- Non sequitur

- Post hoc ergo propter hoc