

Credit By Exam
COM 1400
Oral Communication
STUDY GUIDE

The exam includes two parts:

Part I. (50 point value) Multiple choice and true/false questions.

Part II. (50 point value) Within 7 calendar days of submitting Part I of the exam, students will record a demonstration speech with the following requirements. This speech must be e-mailed to Dr. Teresa Plummer at plummert@mtc.edu.

Requirements for the speech are as follows:

- This must be a demonstration speech
- The speech must be between 4 and 8 minutes in length
- The speech must follow the organizational structure discussed in the textbook
- At least one presentation aid (also known as a visual aid) must be used
- The speech must be delivered in a professional manner. Speakers should create a professional environment
- The speech must be delivered extemporaneously

The exam is worth 100 points. A point total of at least 70 points is required to pass the exam.

The textbook for the course is available through this link:

[mtcedu.brightspace.com/content/enforced/7112-COM1400Template/Exploring Public Speaking 4th Edition \(1\).pdf?ou=7112](https://mtcedu.brightspace.com/content/enforced/7112-COM1400Template/Exploring%20Public%20Speaking_4th%20Edition%20(1).pdf?ou=7112)

Review Sheet COM1400 Exam Part I

The textbook for the course is available through this link:

[mtcedu.brightspace.com/content/enforced/7112-COM1400Template/Exploring Public Speaking 4th Edition \(1\)3.pdf?ou=7112](http://mtcedu.brightspace.com/content/enforced/7112-COM1400Template/Exploring%20Public%20Speaking%204th%20Edition%20(1)3.pdf?ou=7112)

Define the following terms:

- Glossophobia
- Source
- Message
- Channel
- Receiver
- Feedback
- Hearing
- Listening
- General purpose
- Specific purpose
- Central idea
- Informative speaking
- Persuasive speaking
- Transitions
- Signposts
- Internal signposts
- Examples
- Statistics
- Testimonies

-Vocalized pauses

Identify and explain the following patterns of organization:

-Chronological

-Spatial

-Cause/effect

-Topical

-Problem/solution

Identify and understand how to use each function of a speech introduction

Identify and understand how to use each function of a speech conclusion

Identify and explain the types of presentation aids

Know the different types of speech delivery

How long should a speech introduction be?

How long should a speech conclusion be?