

# Oral English Competency Test

## Instructions

The test is a speech and outline that you will prepare in advance and deliver before judges. If you pass this test, you will have satisfied the *Oral English Competency Requirement* for the university. No credit is awarded for passing the test.

## Requirements

1. The speech is to be 10-15 minutes in length.
2. A complete-sentence typed outline with bibliography (10 sources minimum) is required. The complete-sentence outline will allow the judges to follow your pattern of reasoning. The introduction and conclusion must be included in the outline. The major points to be covered in your speech and the supporting arguments must be summarized in this outline with proper source documentation. A minimum of five (5) sources must be cited in the text of your outline and in your bibliography. **An electronic copy of your outline must be e-mailed to Dr. Wendy Papa at [papa1wh@cmich.edu](mailto:papa1wh@cmich.edu) prior to presenting your speech.** (See the website for formal sentence outline format along with examples).
3. You will select the topic for the speech and must identify the audience for which the presentation is prepared. A brief written description and analysis of this audience must be included with your outline. Your presentation and your appearance should be appropriate to the identified audience. We recommend you select a topic with which you are familiar and in which you are interested.
4. The purpose of the speech should be to inform OR persuade the audience. The general purpose and specific purpose for your speech must be identified on your outline. The purpose of the informative speech is to convey information and to do so clearly, accurately, and interestingly. This speech will educate the audience about a particular area of interest. The goal is to facilitate the audience members' understanding of the subject and their ability to retain this new information. Although several classifications of informative speeches are possible, the most common types are *the description speech; the definition speech; the process speech; and the expository speech*. A speech to persuade seeks to influence the audience to change their beliefs, attitudes, values, and/or behaviors. The three purposes of persuasive speaking are to *strengthen* audience responses by rewarding the audience for sustaining their beliefs, attitudes, values or behaviors; *change* audience responses, altering an audiences' behavior toward a product, concept or idea; and *move to action* audience members by motivating listeners to do something or change a specific behavior. **You must verbally cite at least five (5) sources in your presentation.**
5. Do NOT read your speech in your presentation. You may use notes, but you must speak extemporaneously with appropriate eye contact and maintain an acceptable level of

conversational quality in your speech. Generally, you will find that it is best to keep notes to a minimum.

6. You must present a photo ID at the time you report to give your speech.
7. You must take a speech and hearing screening. The speech and hearing screening may be completed at the CMU Speech and Hearing Clinic in the Health Professions Building on the main campus. All CMU students are required to complete the speech and hearing screening. This screening is a university graduation requirement.

### **Additional Information**

1. A lectern or podium will be provided for each student's use. The student is not required to use the lectern.
2. Any visual aid must be supplied by and handled by the student. Visual and audio equipment will NOT be available. Presentational aids must be visible to all audience members. The use of presentational aids should not dominate the speech and must be used in a manner consistent with time expectations. Visual aids are not required.
3. The speech will be videotaped. The recording will be kept for several months in case there are questions about the exam.
4. To find more information about writing an outline, identifying your audience, citing sources during your speech or the rubric used for each of these please visit: [www.cmich.edu/gened/oralcomp.html](http://www.cmich.edu/gened/oralcomp.html)

**Materials Helpful in Preparing for the  
*Oral English Competency Test***

When you registered for the *Oral English Competency Test*, you are given a written explanation of the criteria used by the judges in evaluating these speeches.

In addition, the textbook listed below has been placed on a two-hour reserve in the CMU Park Library as an aid to the student in preparing for the test (this book is catalogued under the heading *Oral English Competency Program* in the Reserve Section):

Gregory, H. (2008). *Public Speaking for College and Career* (8<sup>th</sup> ed.). Boston, MA: McGraw Hill.

The Oral English Competency Registration Packet may be obtained at:

Academic Affairs  
Central Michigan University  
312 Warriner Hall  
Mount Pleasant, MI 48859