



ORAL ENGLISH COMPETENCY TEST OUT OVERVIEW

This Document Includes:

- An overview
- The registration form
- The speech and outline requirements
- The full sentence outline format
- A full sentence outline explanation

Overview

The test is comprised of a speech that you deliver before judges and speech outline that you will prepare (and submit) in advance. 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.

Students must satisfy Oral English Competency before they earn 56 credits with CMU. Students who transfer in more than 56 credits into CMU, must complete the Oral English Competency Test within their first semester.

Students may only retest if they have less than 56 hours of academic credit. The examination may be taken no more than two times. Students must pay the requisite fee for each test they attempt to complete.

The test will be given on the *Friday prior to the beginning of fall and spring semester* classes.

Present a photo ID at the time you give your speech.

Registration and Payment

To register the test, you must make a \$45 payment to Central Michigan University and complete the form that follows. The registration form and the payment must be submitted at least two weeks prior to the test date. Payment may be made to the **School of Communication, Journalism, and Media** by check, credit card, debit card, or money order. Cash is NOT accepted.

<https://commerce.cashnet.com/CMICHSCJM?itemcode=SCJM-ORALENG>



ORAL ENGLISH COMPETENCY TEST OUT REGISTRATION FORM

RETURN TO:

Central Michigan University
School of Communication, Journalism, and Media
333 Moore Hall
Mt. Pleasant, MI 48859
Phone: (989)774-3177

Students must satisfy Oral English Competency before they earn 56 credits with CMU. Students who transfer in more than 56 credits into CMU, must complete the Oral English Competency Test within their first semester.

Students may only retest if they have less than 56 hours of academic credit. The examination may be taken no more than two times. Students must pay the requisite fee for each test they attempt to complete.

The test will be given on the Friday prior to the beginning of fall and spring semester classes. Notification of time and location will be emailed to your CMU email account at least one week prior to your scheduled speech date. *Present a photo ID at the time you give your speech.*

Name: _____

Student ID #: _____ CMU Email Address: _____

Home Street, apt, etc: _____ Phone: _____

Home City, State: _____ Zip: _____

Campus Street, apt, etc.: _____ Phone: _____

City, State: _____ Zip: _____

I acknowledge that the registration form, test instructions, outline format, evaluation forms, guidelines for references and citing sources, a quick guide to public speaking, and samples of outlines and audience descriptions can be found on the **School of Communication, Journalism, and Media** website. I understand that these materials contain requirements and important information for this test.

Signature: _____

Date: _____



ORAL ENGLISH COMPETENCY TEST OUT SPEECH AND OUTLINE REQUIREMENTS

1. The speech is to be 10-15 minutes in length.
2. A full sentence outline with a bibliography (10 sources minimum) is required. The full-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 ten (10) sources must be cited in the text of your outline and 10 sources in your bibliography.**
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.
 - a. The purpose of the informative speech is to convey information and to do so clearly, accurately, and interestingly. 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.*
 - b. 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.
 - c. **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. Visual aids are NOT required. However, if visual aids are used then they 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.

8. The speech will be videotaped. The recording will be kept for several months in case there are questions about the exam.
9. 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 the **School of Communication, Journalism, and Media**.

ORAL ENGLISH COMPETENCY TEST OUT FULL SENTENCE OUTLINE FORMAT

Student's Name:

Date:

Topic: Key statement that describes the topic of your speech.

General Purpose: To inform OR To persuade.

Specific Purpose: Your specific purpose identifies the information you want to communicate (in an informative speech) or the attitude or behavior you want to change (in a persuasive speech).

Thesis: The central idea of your speech (should predict, control and obligate).

Audience: The identify the audience for which the presentation is prepared.

Audience Analysis: Write a brief description and analysis of the audience.

I. Introduction

- A. Attention Getter: Something that grabs the attention of the audience. Examples of this: startling statistics, stories, rhetorical questions, quotations, scenarios, etc. This point should be more than one sentence long.
- B. Reason to Listen: Why should the audience listen to your speech, make it personal to each of them.
- C. Thesis Statement: Exact same statement as above.
- D. Credibility Statement:
 - 1. What personally connects you to this topic?
 - 2. What type of research have you done to establish credibility?
- E. Preview of Main Points:
 - 1. First, I will describe ...

2. Second, I will examine ...
3. Third, I will discuss...

II. Body of speech

A. Statement of the first main point; you should not use a source in this sentence.

1. Idea of development or support for the first main point
 - a. Support material (ex: statistics, quotation, etc.- cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
2. More development or support
 - a. Support material (ex: statistics, quotation, etc.- cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
3. More development if needed

Transition: (Required) Statement of movement that looks back (internal summary) and looks forward (preview).

B. Statement of second main point. Do not use a source in this statement.

1. Idea of development or support for the first main point
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
2. More development or support
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
3. More development if needed

Transition: (Required) Statement of movement that looks back (internal summary) and looks forward (preview).

C. Statement of third main point. Do not use a source in this statement.

1. Idea of development or support for the first main point
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
2. More development or support
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
3. More development if needed

III. Conclusion

- A. Review of Main Points:
 1. Restate your first main point.
 2. Restate your second main point.
 3. Restate you third main point.
- B. Restate Thesis: Exact same as above.
- C. Closure: Develop a creative closing that will give the speech a sense of ending. This point may be more than one sentence. You should refer back to your Attention- Getter.

References

- The reference page as well as the in-text citations should Follow APA format.
 - Make sure to provide all necessary information in the references.
 - Electronic sources must be .edu, .gov, or .org to be acceptable.
 - References are listed in Alphabetical order.
 - All references should be double-spaced and use a hanging indentation.
- You must have at least ten sources cited in your outline and listed on your reference page.

ORAL ENGLISH COMPETENCY TEST OUT FULL SENTENCE OUTLINE EXPLANATION

- I. The outline should be in sentence form.
 - A. That means that each section of the outline must be a complete sentence.
 - B. Each part may only have one sentence in it.
- II. Each Roman numeral should be a main section of the speech.
 - A. Capital letters are main points of the thesis.
 1. Numbers are sub-points under the capital letters.
 2. Little letters are sub-points under the numbers.
 - B. Sub-points need to correspond with the idea it is under.
 1. This means that capital letters refer to the idea in roman numerals.
 2. This means that numbers refer to the idea in the capital letter.
- III. All sub-points should be indented the same.
 - A. This means that all of the capital letters are indented the same.
 - B. All numbers are indented the same.
- IV. No sub-point stands alone.
 - A. Every A must have a B.
 - B. Every 1 must have a 2.
 - C. You don't need to have a C or a 3, but you can.
 - D. There are no exceptions to this rule.

NOTE:

- Your speech outline should look something like the one in the sample.
- The number of sub-points will differ in each speech and for each main idea.
- Your outline should include the full sentence details of your speech, including citations.