

Assignment 4: Special Occasion Speech

Three items worth 150 points total:

Assignment Item	Due Date	Points
Outline	Week 9	25
Speech (3–4 min.)	Week 10	95
Self Review	Week 10	30
TOTAL		150

You've reached the final step of your effective speaking journey! In this course, you've learned about the power of effective speaking by developing and delivering introductory, informative, and persuasive speeches. Your last assignment is to prepare and deliver a special occasion speech.

Special occasion speeches are different from the other types of speeches you've given. You'll develop this speech around the purpose of the special occasion, which you can choose from the four options listed in Step 2.

Instructions: In order to obtain full credit for this assignment, please complete all five (5) steps below. You may want to print this assignment and check off each step as you complete it.

STEP 1: Read Assigned Chapters

- Ensure you have completed chapter readings for all previous weeks. This information will help you successfully complete Assignment 4.
- Chapter 18: Speaking on Special Occasions. This chapter covers the most common types of special occasion speeches.

STEP 2: Select a Topic

Topic Bank (Choose only one topic.)	
Speech of Introduction Introduce a classmate whom you have nominated for the "Most Effective Speaker" award in your COM201 course.	Speech of Acceptance You have been given an award for the "Most Persuasive Speech" and must give an acceptance speech at an awards banquet to close the night.
Speech of Presentation Your instructor is being honored with an "Outstanding Learning Award" at a local Strayer University sponsored event and you have been asked to present the award.	Commemorative Speech Topic Examples: (<i>Choose your own topic</i>) <ul style="list-style-type: none">• Paying tribute to Elie Wiesel• Paying tribute to the Make-A-Wish Foundation

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STEP 3: Create an Outline (due Week 9)

- Create an outline or speaking notes in Microsoft Word. A sample template is available in the “Assignment 4: Outline” section located in Week 9 of your course.
- Structure and organize your speech so you’ll stay within the 4-minute time limit.
- Go to the Week 9 “Assignment 4: Outline” section and upload your outline.
- The outline is worth 25 points and is graded separately.

STEP 4: Deliver, Record, and Upload Your Speech (due Week 10)

- Go to the Week 10 “Assignment 4: Special Occasion Speech” section and click the link under “Instructions” to access Speech Assignment Submission Instructions.
- Refer to your outline to deliver your speech. Do not read your notes word for word. Make sure you record your speech delivery with a computer, phone, or tablet.
- Watch your recording. Do you want to submit it, or do you want to record another version?
- Go to the Week 10 “Assignment 4: Special Occasion Speech” section and upload your speech. **For additional help recording and uploading your speech, go to the “Course Tool Help” link in the left-hand navigation bar in Blackboard and review the Speech Assignment Submission Guide located under “Kaltura Media and Webcam Recorder Help.”**

STEP 5: Complete a Self Review (due Week 10)

- Go to the Week 10 “Assignment 4: Self Review” section.
- Follow the instructions listed to complete and submit your Self Review of Assignment 4.
- The self review is worth 30 points and is graded separately.

Rubric

Grading for this assignment will be based on the following rubric:

Points: 95	Assignment 4: Special Occasion Speech				
Criteria	Unacceptable Below 60% F	Meets Minimum Expectations 60 - 69% D	Fair 70 - 79% C	Proficient 80 - 89% B	Exemplary 90 - 100% A
1. Introduction Weight: 15%	Does not gain attention and interest, and/or does not preview main points	Insufficiently gains attention and interest or insufficiently previews main points	Some problems with gaining attention and interest and/or with previewing main points	Gains attention and interest, generally previews main points	Gains attention and interest, previews main points
2. Conclusion Weight: 15%	Does not reinforce central idea, and/or does not use strong closing	Insufficiently reinforces central idea or uses weak closing	Some problems with reinforcing central idea and/or with using strong closing	Reinforces central idea, uses generally strong closing	Reinforces central idea, uses strong closing

3. Speech Organization Weight: 15%	Limited or no organization, and/or limited or no logical structure	Insufficiently organized or insufficiently structured	Some problems with organization and/or with logical structure	Well organized, generally logical structure	Well organized, logical structure
4. Time Requirement Weight: 15%	3–4 minutes +/- 75 seconds	3–4 minutes +/- 60 seconds	3–4 minutes +/- 45 seconds	3–4 minutes +/- 30 seconds	3–4 minutes +/- 15 seconds
5. Delivery Weight: 15%	Very little/no eye contact, no expressive voice, unnatural gestures	Insufficient eye contact, limited expressive voice, and/or unnatural gestures	Average eye contact, some expressive voice, minimally distracting gestures	Good eye contact, generally expressive voice, and natural gestures	Strong eye contact, expressive voice, and natural gestures
6. Technology Use [Online], Speech Clarity, and Visual Quality Weight: 10%	Limited or no audio, video, and/or other technology	Problems with clarity and consistency throughout	Some problems with clarity and consistency	Generally clear and consistent	Clear and consistent throughout
7. Overall Effectiveness Weight: 15%	Doesn't connect with audience or achieve purpose	Limited connection with audience, doesn't fully achieve purpose	Connects somewhat with audience, partially achieves purpose	Generally connects with audience and achieves purpose	Connects well with audience and achieves purpose