

MCC SPEECH 151 -- ONLINE CLASS SCHEDULE

DATE	DISCUSSIONS AND ACTIVITIES	STUFFS DUE @ On the Date at 12:00PM Midnight – HST	ASSIGNMENTS FOR NEXT CLASS	READ Chs
Aug.28 Th	Student Concerns & Expectations Orientation to Speech 151, Supplemental Information Handout Packets		Fill out your Bio-Sheet completely and bring it back to class completed on Wednesday. Register to our Class WebCT ASAP You will want to begin reading Chaps. 1-2 in our text and preparing for your summary for class.	
Week One	Questioning Process & Interviewing Exchange Bio Sheets with a classmate— The BioSheets are PDF Forms and you can fill them out and send as an email attachment to a classmate that I designate. Assign numbers corresponding with Sections in text Chapters.	Your Bio Sheet must be completed ASAP so you can exchange it with your interview partner. When you send your partner a copy of your BioSheet please send me one also. You will want to have read Chapters 1 and all of your handouts, your syllabus and schedule.	You will want to prepare your Typed Interview Schedule – Follow your interview schedule sample Template and use the same framework as the Template—make yours look like the Template—Use your own questions and tailor the Opening and Closing to fit you, your mode of interview, and your interviewee. You will want to select your Informative Speech Topic – you can consult the Public Speakers' Site – by clicking on the "Preparation" Link – then the Topic Selection link .	Ch. 1
Sep. 4 Th	Summarize Your Section from Chapter 1 in our text. Your Summary can come in the form of an outline of the section posted on the Message Board in WebCT. Of you could present your section as a PowerPoint and post it on the message board.	Summary of your section from Ch. 1 – you can outline the info from our text. Include an intro, body, and conclusion and post your outline on WebCT Message Board. You must have your summary posted on the WebCT Message Board no latter than Midnight today. Informative Speech Topics		Ch. 2 Interviewing Handouts
Week two	You will need to interview your classmates with a typed interview schedule. Outlining Format – Visual Aids	Interview Schedule for In-class interview of classmate You will want to have your HANDOUT PACKET by Now – if you don't please see me – Without a Handout Packet you are at a disadvantage in class.	Take the information you gathered during your interview and organize it in a logical order then outline the info in the Outline Guide for your Introduction Speech or you could type your outline using the same framework as in the Outline Guide—DO NOT WRITE OUT A WORD FOR WORD MANUSCRIPT OF your SPEECH.	Appendix On Interviewing pp. 396-415
Sep. 11 Th	In-Class Summaries from Ch. 2 in text -- 2-Minutes each Assign Team Chaps 7,9,10,14	Bring an outline of your info from our text – include an introduction, body, and conclusion.	You will want to have your Informative Speech Topics by today or sooner. As soon as you have a topic contact me.	Ch. 2 & Outlining Handouts
Week Three	Introduction of Classmate Your introduction can come in several different forms: You could write an essay and post it to the message board. You could write an essay and include a PowerPoint presentation (for extra credit--this would be a visual aid) and you could post them both to the message board. If you have the time and a WebCamera you could introduce your classmate to me in addition to posting a message introducing your classmate to the rest of our class. You could make a Web Page to introduce your classmate and send the class the URL (address) – This could include pictures and text – this would be extra credit also.		When you know your Info. Speech topic you can formulate your Specific Purpose and Central Idea – you can find helpful information and clear examples of both in our text.	pp.320-330 on Delivery
Sep. 18 Th	Meet in Team Chat for Presentation Specific Purpose Central Idea Assign Team Chaps 3,4,5,6		You will want to decide on a Commemorative Speech Topic – To whom will you pay tribute? Will you commemorate a family member? A Friend? A Teacher? Read chapter for Team Presentations.	7,9,10,14 Read your Chapter thoroughly