

Solution Manual for Art of Public Speaking 12th Edition Lucas 0073523917 9780073523910

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PART ONE

Suggested Course Outlines

The Art of Public Speaking is easily adapted to a wide variety of class schedules and teaching methods. The following class outlines reflect one approach to the course. They take students through a series of reading, application, and speaking assignments that build systematically upon one another. They are also designed to allow students to undertake their first graded speaking assignment without having to read practically the whole book. Reading assignments are structured to give students adequate preparation time for each speech.

The first part of the syllabus culminates in the informative speech and focuses on such basic matters as analyzing the audience, choosing a topic and specific purpose, and organizing the speech. The second part culminates in the persuasive speech and focuses on more complex matters such as the target audience, building credibility, and using evidence and reasoning. The third part culminates in the commemorative speech and focuses on the effective use of language. By the fourth part, which culminates in the final speech, students have been exposed to all the major skills of speechmaking discussed in the textbook. Now the instructor can concentrate on strengthening students' command of those skills.

The course outlines presented here are for a class of roughly twenty students. If you have an appreciably higher enrollment, you will probably have to reduce the length of the speeches or increase the number of class sessions devoted to the presentation of student speeches.

Finally, although these outlines include suggestions for classroom discussion based on the Exercises for Critical Thinking in *The Art of Public Speaking*, there are many more exercises in the Annotated Instructor's Edition of the book and in this manual. *Connect* makes many of the exercises assignable and interactive. You should have no trouble choosing the ones that best fit your teaching emphases and the needs of your students.

The speaking assignments indicated in the course outlines are explained in Part Two of this manual.

OUTLINE FOR A 15-WEEK, 45-HOUR SEMESTER

Class Meeting	Topic—Activity	Reading
1	<p>Course Overview</p> <p>Introduce yourself; hand out syllabi; explain grading and attendance policies. Assign introductory speeches.</p>	
2	<p>Basic Principles of Speech Communication</p> <p>Focus class discussion on selected exercises, text pp. 26–27 and 75, or additional exercises from pp. 52–56 and 81–84 of this manual. Explain introductory speeches; show “Tap, Tap, Tap” and “Third-Culture Kid” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>.</p>	Chapter 1 and Chapter 4
3	<p>Ethics and Public Speaking</p> <p>Focus class discussion on exercises 1 and 3, text p. 45. Have students develop a code of ethical speaking for their classroom as explained in additional exercise 1 on pp. 64–65 of this manual.</p>	Chapter 2
4	<p>Introductory Speeches</p>	
5	<p>Introductory Speeches</p>	
6	<p>Speaking to Inform</p> <p>Assign informative speeches. Focus class discussion on kinds of informative speeches and guidelines for informative speaking. Show the needs improvement and final versions of “Lady Liberty” and “Medical Robots: From Science Fiction to Science Fact” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For discussion of “Lady Liberty,” see pp. 300–302 of the textbook and 201–204 of this manual; for “Medical Robots,” see pp. A2–A3 of the text and 197–199, 204–208 of this manual.</p>	Chapter 15
7	<p>Choosing Topics and Purposes</p> <p>Focus class discussion on exercises 2 and 3, text pp. 94–95, and Using Public Speaking in Your Career, text p. 83.</p>	Chapter 5

Class Meeting	Topic—Activity	Reading
8	<p>Analyzing the Audience</p> <p>Focus class discussion on exercise 2, text p. 117, and Using Public Speaking in Your Career, text p. 110. Use additional exercise 1 or 4 on pp. 102–103 of this manual as a classroom activity.</p>	Chapter 6
9	<p>Organizing the Body of the Speech</p> <p>Focus class discussion on exercises 1–3 and Using Public Speaking in Your Career, text pp. 173, 181–182. Use additional exercises as needed from pp. 133–136 of this manual.</p>	Chapter 9
10	<p>Introductions and Conclusions</p> <p>Focus class discussion on exercise 1 and Using Public Speaking in Your Career, text pp. 198 and 203. Use additional exercise 1 or 2 on pp. 143–145 of this manual as a classroom activity. Show Part One of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>.</p>	Chapter 10
11	<p>Outlining the Speech</p> <p>Focus class discussion on exercise 1, text pp. 218–219, and Using Public Speaking in Your Career, text p. 215. Have students do the interactive outlining exercises in Chapter 11 at <i>Connect</i> as a homework assignment; discuss the results in class.</p>	Chapter 11
12	<p>Delivering the Speech</p> <p>Focus class discussion on principles of effective delivery. Select from exercises 1–3, text p. 262–263, or the additional exercises on pp. 179–185 of this manual.</p>	Chapter 13
13	<p>Using Visual Aids</p> <p>Focus class discussion on exercise 2, text p. 281. Use additional exercise 2 on p. 192 of this manual as a classroom activity. Show Part Two of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>. If time allows, show a full speech that uses visual aids from the DVD of student speeches that accompanies this edition. Good candidates include “Lady Liberty,” “Medical Robots: From Science Fiction to Science Fact,” and “Yoga: Uniting Mind, Body, and Spirit.”</p>	Chapter 14

Class Meeting	Topic—Activity	Reading
14	Informative Speeches	
15	Informative Speeches	
16	Informative Speeches	
17	Informative Speeches	
18	<p>Introduction to Persuasive Speaking</p> <p>Assign persuasive speeches. Focus class discussion on selected exercises and Using Public Speaking in Your Career, text p. 323. Show “Changing Lives Through the Literacy Network” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 324–326.</p>	Chapter 16
19	<p>Gathering Materials</p> <p>Take a library tour—see additional exercise 1 on p. 111 of this manual. Assign selected exercises from text p. 139 or from pp. 111–112 of this manual.</p>	Chapter 7
20	<p>Using Supporting Materials</p> <p>Focus class discussion on exercises 1–2, text p. 163. Or select from among the additional exercises on pp. 126–127 of this manual.</p>	Chapter 8
21	<p>Methods of Persuasion</p> <p>Focus class discussion on selected exercises and Using Public Speaking in Your Career, text pp. 348 and 357. Use additional exercise 3 on pp. 247–248 of this manual as a classroom activity. Show “The Living-Wage Solution” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 352–355 and pp. 241–244 of this manual.</p>	Chapter 17
22	<p>Analysis of Persuasive Speeches</p> <p>Have students prepare brief analyses of the assigned speech or speeches. Good candidates for analysis include “Phony Pharmaceuticals” and “The Dangers of Cell Phones.” See pp. 220–222 and 124–125 of this manual for analyses of these speeches.</p>	Selections from “Speeches for Analysis and Discussion,” pp. A5–A9

Class Meeting	Topic—Activity	Reading
23	<p>Listening to Speeches</p> <p>Focus class discussion on exercise 2, text p. 61. (The Listening Self-Evaluation Worksheet is available on p. 75 of this manual, or you can assign it from the assignments available on <i>Connect</i>.) Choose from additional exercises on pp. 72–74 of this manual for classroom activities.</p>	Chapter 3
24	Persuasive Speeches	
25	Persuasive Speeches	
26	Persuasive Speeches	
27	Persuasive Speeches	
28	Midterm Examination	
29	<p>Commemorative Speaking</p> <p>Assign commemorative speech. Focus class discussion on exercise 3, text p. 369. Show “Make a Wish,” “The Wonderful World of Dr. Seuss,” or “Elie Wiesel” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. See pp. 254–255, 255–256, and 256–257 of this manual for commentary on these speeches.</p>	Chapter 18, especially pp. 364–367
30	Return and Review Midterm Examinations	
31	<p>Using Language Effectively</p> <p>Focus class discussion on selections from exercises 1–3, text p. 237; Using Public Speaking in Your Career, text p. 231; and additional exercises on pp. 168–172 of this manual.</p>	Chapter 12
32	<p>Using Language Effectively</p> <p>Have students prepare a brief analysis of King’s speech as directed in additional exercise 1, p. 165. Show the video of “I Have a Dream” in class and focus discussion on King’s use of language. For analysis of King’s speech, see pp. 165–167 of this manual.</p>	Martin Luther King, “I Have a Dream,” as discussed on pp. 165–167 of this manual

Class Meeting	Topic—Activity	Reading
33	Commemorative Speeches	
34	Commemorative Speeches	
35	Commemorative Speeches	
36	<p>The Final Speech</p> <p>Assign final speeches and begin review of elements students most need to work on in preparing the final speech. Major items usually are supporting materials, organization and outlining, and delivery.</p>	
37	<p>Preparing for the Final Speech: Supporting Materials</p> <p>Focus class discussion on selected exercises from Chapter 8 of the text, or on analyzing speeches from pp. A1–A12 of the text or from Part Five of this manual.</p>	Review Chapter 8
38	<p>Preparing for the Final Speech: Organization and Outlining</p> <p>Focus class discussion on selected exercises from Chapters 9–11 and additional exercises from this manual.</p>	Review Chapters 9–11
39	<p>Preparing for the Final Speech: Delivery</p> <p>By this point in the course, many students are ready to work on polishing their delivery skills. Choose from among the exercises in Chapter 13 of the text or the additional exercises on pp. 179–185 of this manual.</p>	Review Chapter 13
40	Final Speeches	
41	Final Speeches	
42	Final Speeches	
43	Final Speeches	
44	Final Speeches	
45	Summary and Review for Final Examination	

OUTLINE FOR A ONE-SEMESTER COURSE WITH A UNIT ON GROUP DISCUSSION

Class Meeting	Topic—Activity	Reading
1	<p>Course Overview</p> <p>Introduce yourself; hand out syllabi; explain grading and attendance policies. Assign introductory speeches.</p>	
2	<p>Basic Principles of Speech Communication</p> <p>Focus class discussion on selected exercises, text pp. 26–27 and 75, or additional exercises from pp. 52–56 and 81–84 of this manual. Explain introductory speeches; show “Tap, Tap, Tap” and “Third-Culture Kid” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>.</p>	Chapter 1 and Chapter 4
3	<p>Ethics and Public Speaking</p> <p>Focus class discussion on exercises 1 and 3, text p. 45. Have students develop a code of ethical speaking for their classroom as explained in additional exercise 1 on pp. 64–65 of this manual.</p>	Chapter 2
4	<p>Introductory Speeches</p>	
5	<p>Introductory Speeches</p>	
6	<p>Speaking to Inform</p> <p>Assign informative speeches. Focus class discussion on kinds of informative speeches and guidelines for informative speaking. Show the needs improvement and final versions of “Lady Liberty” and “Medical Robots: From Science Fiction to Science Fact” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For discussion of “Lady Liberty,” see pp. 300–302 of the textbook and 201–204 of this manual; for “Medical Robots,” see pp. A2–A3 of the text and 197–199, 204–208 of this manual.</p>	Chapter 15
7	<p>Choosing Topics and Purposes</p> <p>Focus class discussion on exercises 2 and 3, text pp. 94–95, and Using Public Speaking in Your Career, text p. 83.</p>	Chapter 5

Class Meeting	Topic—Activity	Reading
8	<p>Analyzing the Audience</p> <p>Focus class discussion on exercise 2, text p. 117, and Using Public Speaking in Your Career, text p. 110. Use additional exercise 1 or 4 on pp. 102–103 of this manual as a classroom activity.</p>	Chapter 6
9	<p>Organizing the Body of the Speech</p> <p>Focus class discussion on exercises 1–3 and Using Public Speaking in Your Career, text pp. 173, 181–182. Use additional exercises as needed from pp. 133–136 of this manual.</p>	Chapter 9
10	<p>Introductions and Conclusions</p> <p>Focus class discussion on exercise 1 and Using Public Speaking in Your Career, text pp. 198 and 203. Use additional exercise 1 or 2 on pp. 143–145 of this manual as a classroom activity. Show Part One of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>.</p>	Chapter 10
11	<p>Outlining the Speech</p> <p>Focus class discussion on exercise 1, text pp. 218–219, and Using Public Speaking in Your Career, text p. 215. Have students do the interactive outlining exercises in Chapter 11 at <i>Connect</i> as a homework assignment; discuss the results in class.</p>	Chapter 11
12	<p>Delivering the Speech</p> <p>Focus class discussion on principles of effective delivery. Select from exercises 1–3, text p. 262–263, or the additional exercises on pp. 179–185 of this manual.</p>	Chapter 13
13	<p>Using Visual Aids</p> <p>Focus class discussion on exercise 2, text p. 281. Use additional exercise 2 on p. 192 of this manual as a classroom activity. Show Part Two of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>. If time allows, show a full speech that uses visual aids from the DVD of student speeches that accompanies this edition. Good candidates include “Lady Liberty,” “Medical Robots: From Science Fiction to Science Fact,” and “Yoga: Uniting Mind, Body, and Spirit.”</p>	Chapter 14

Class Meeting	Topic—Activity	Reading
14	Informative Speeches	
15	Informative Speeches	
16	Informative Speeches	
17	Informative Speeches	
18	<p>Introduction to Persuasive Speaking</p> <p>Assign persuasive speeches. Focus class discussion on selected exercises and Using Public Speaking in Your Career, text p. 323. Show “Changing Lives Through the Literacy Network” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 324–326.</p>	Chapter 16
19	<p>Gathering Materials</p> <p>Take a library tour—see additional exercise 1 on p. 111 of this manual. Assign selected exercises from text p. 139 or from pp. 111–112 of this manual.</p>	Chapter 7
20	<p>Using Supporting Materials</p> <p>Focus class discussion on exercises 1–2, text p. 163. Or select from among the additional exercises on pp. 126–127 of this manual.</p>	Chapter 8
21	<p>Methods of Persuasion</p> <p>Focus class discussion on selected exercises and Using Public Speaking in Your Career, text pp. 348 and 357. Use additional exercise 3 on pp. 247–248 of this manual as a classroom activity. Show “The Living-Wage Solution” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 352–355 and pp. 241–244 of this manual.</p>	Chapter 17

Class Meeting	Topic—Activity	Reading
22	<p>Analysis of Persuasive Speeches</p> <p>Have students prepare brief analyses of the assigned speech or speeches. Good candidates for analysis include “Phony Pharmaceuticals,” and “The Dangers of Cell Phones.” See pp. 220–222 and 124–125 of this manual for analyses of these speeches.</p>	<p>Selections from “Speeches for Analysis and Discussion,” pp. A5–A9</p>
23	<p>Listening to Speeches</p> <p>Focus class discussion on exercise 2, text p. 61. (The Listening Self-Evaluation Worksheet is available on p. 75 of this manual, or you can assign it from the assignments available on <i>Connect</i>.) Choose from additional exercises on pp. 72–74 of this manual for classroom activities.</p>	<p>Chapter 3</p>
24	<p>Persuasive Speeches</p>	
25	<p>Persuasive Speeches</p>	
26	<p>Persuasive Speeches</p>	
27	<p>Persuasive Speeches</p>	
28	<p>Midterm Examination</p>	
29	<p>Commemorative Speaking</p> <p>Assign commemorative speech. Focus class discussion on exercise 3, text p. 369. Show “Make a Wish,” “The Wonderful World of Dr. Seuss,” or “Elie Wiesel” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. See pp. 254–255, 255–256, and 256–257 of this manual for commentary on these speeches.</p>	<p>Chapter 18, especially pp. 364–367</p>
30	<p>Return and Review Midterm Examinations</p>	
31	<p>Using Language Effectively</p> <p>Focus class discussion on selections from exercises 1–3, text p. 237; <i>Using Public Speaking in Your Career</i>, text p. 231; and additional exercises on pp. 168–172 of this manual.</p>	<p>Chapter 12</p>

Class Meeting	Topic—Activity	Reading
32	<p>Using Language Effectively</p> <p>Have students prepare a brief analysis of King’s speech as directed in additional exercise 1, p. 165. Show the video of “I Have a Dream” in class and focus discussion on King’s use of language. For analysis of King’s speech, see pp. 165–167 of this manual.</p>	Martin Luther King, “I Have a Dream,” as discussed on pp. 165–167 of this manual
33	Commemorative Speeches	
34	Commemorative Speeches	
35	Commemorative Speeches	
36	<p>Introduction to Small-Group Discussion</p> <p>Assign group discussion projects. Discuss Chapter 19, with special emphasis on pp. 371–378.</p>	Chapter 19, especially pp. 371–378
37	<p>Problem Solving in Small Groups</p> <p>Focus class discussion on the reflective-thinking method; use exercises 1 and 3, text p. 387.</p>	Chapter 19 especially, pp. 379–386
38	<p>Decision-Making Processes in Small Groups</p> <p>Do “Lost on the Moon” or “Hostages” activity from pp. 265–268 of this manual.</p>	
39	<p>Group Project Work</p> <p>Have groups work on their projects in class. This will give you a chance to meet briefly with each group to assess its progress and to offer guidance.</p>	
40	Group Presentations	
41	Group Presentations	
42	Group Presentations	
43	Group Presentations	
44	Group Presentations	
45	Summary and Review for Final Examinations	

**OUTLINE FOR A 10-WEEK, 30-HOUR QUARTER
OR
A 15-WEEK, 30-HOUR SEMESTER**

Class Meeting	Topic—Activity	Reading
1	<p>Course Overview</p> <p>Introduce yourself; hand out syllabi; explain grading and attendance policies. Assign introductory speeches.</p>	
2	<p>Basic Principles of Speech Communication</p> <p>Focus class discussion on selected exercises, text pp. 26–27, or additional exercises from pp. 52–56 and 81–84 of this manual. Explain introductory speeches; show “Tap, Tap, Tap” and “Third-Culture Kid” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>.</p>	Chapter 1 and Chapter 4
3	<p>Ethics and Public Speaking</p> <p>Focus class discussion on exercises 1 and 3, text p. 45. Have students develop a code of ethical speaking for their classroom as explained in additional exercise 1 on pp. 64–65 of this manual.</p>	Chapter 2
4	Introductory Speeches	
5	Introductory Speeches	
6	<p>Speaking to Inform</p> <p>Assign informative speeches. Focus class discussion on kinds of informative speeches and guidelines for informative speaking. Show the needs improvement and final versions of “Lady Liberty” and “Medical Robots: From Science Fiction to Science Fact” from the DVD that accompanies this edition of <i>The Art of Public Speaking</i>. For discussion of “Lady Liberty,” see pp. 300–302 of the textbook and 201–204 of this manual; for “Medical Robots,” see pp. A2–A3 of the text and 197–199, 204–204 of this manual.</p>	Chapter 15

Class Meeting	Topic—Activity	Reading
7	<p>Choosing Topics and Purposes</p> <p>Focus class discussion on exercises 2 and 3, text pp. 94–95, and <i>Using Public Speaking in Your Career</i>, text p. 83.</p>	Chapter 5
8	<p>Analyzing the Audience</p> <p>Focus class discussion on exercise 2, text p. 117, and <i>Using Public Speaking in Your Career</i>, text p. 119. Use additional exercise 1 or 4 on pp. 102–103 of this manual as a classroom activity.</p>	Chapter 6
9	<p>Organizing the Speech</p> <p>Focus class discussion on exercises 1–3 and <i>Using Public Speaking in Your Career</i>, text pp. 173, 181–182, and exercise 1, text p. 203. Use additional exercises as needed from pp. 133–136 and 143–145 of this manual. Show Part One of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>.</p>	Chapters 9–10
10	<p>Outlining the Speech</p> <p>Focus class discussion on exercise 1, text pp. 218–219, and <i>Using Public Speaking in Your Career</i>, text p. 215. Have students do the interactive outlining exercises in Chapter 11 at <i>Connect</i> as a homework assignment; discuss the results in class.</p>	Chapter 11
11	<p>Delivering the Speech and Using Visual Aids</p> <p>Select from exercises 1–3, text p. 262–263, or the additional exercises on pp. 179–185 of this manual. If visual aids are required for the informative speech, discuss exercise 2, text p. 281. Use additional exercise 2 on p. 192 of this manual as a classroom activity. Show Part Two of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>. If time allows, show a full speech that uses visual aids from the DVD of student speeches that accompanies this edition. Good candidates include “Lady Liberty,” “Medical Robots: From Science Fiction to Science Fact,” and “Yoga: Uniting Mind, Body, and Spirit.”</p>	Chapters 13–14

Class Meeting	Topic—Activity	Reading
12	Informative Speeches	
13	Informative Speeches	
14	Informative Speeches	
15	<p>Introduction to Persuasive Speaking</p> <p>Assign persuasive speeches. Focus class discussion on selected exercises and Using Public Speaking in Your Career, text p. 323. Show “Changing Lives Through the Literacy Network” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 324–326.</p>	Chapter 16
16	<p>Gathering Materials</p> <p>Take a library tour—see additional exercise 1 on p. 111 of this manual. Assign selected exercises from text p. 139 or from pp. 111–112 of this manual.</p>	Chapter 7
17	<p>Using Supporting Materials</p> <p>Focus class discussion on exercises 1–2, text p. 163. Or select from among the additional exercises on pp. 126–127 of this manual.</p>	Chapter 8
18	<p>Methods of Persuasion</p> <p>Focus class discussion on selected exercises and Using Public Speaking in Your Career, text pp. 348–357. Use additional exercise 3 on pp. 247–248 of this manual as a classroom activity. Show “The Living-Wage Solution” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 352–355 and pp. 241–244 of this manual.</p>	Chapter 17
19	<p>Listening to Speeches</p> <p>Focus class discussion on exercise 2, text p. 61. (The Listening Self-Evaluation Worksheet is available on p. 75 of this manual, or you can assign it from the assignments available on <i>Connect</i>.) Choose from additional exercises on pp. 72–74 of this manual for classroom activities.</p>	Chapter 3

Class Meeting	Topic—Activity	Reading
20	Persuasive Speeches	
21	Persuasive Speeches	
22	Persuasive Speeches	
23	Persuasive Speeches	
24	<p>Commemorative Speaking</p> <p>Assign commemorative speech. Focus class discussion on exercise 3, text p. 369. Show “Make a Wish,” “The Wonderful World of Dr. Seuss,” or “Elie Wiesel” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. See pp. 254–255, 255–256, and 256–257 of this manual for commentary on these speeches.</p>	Chapter 18, especially pp. 364–367
25	<p>Using Language Effectively</p> <p>Focus class discussion on selections from exercises 1–3, text p. 237; <i>Using Public Speaking in Your Career</i>, text p. 231; and additional exercises on pp. 168–172 of this manual.</p>	Chapter 12
26	<p>Using Language Effectively</p> <p>Have students prepare a brief analysis of King’s speech as directed in additional exercise 1, p. 165. Show the video of “I Have a Dream” in class and focus discussion on King’s use of language. For analysis of King’s speech, see pp. 165–167 of this manual.</p>	Martin Luther King, “I Have a Dream,” as discussed on pp. 165–167 of this manual
27	Commemorative Speeches	
28	Commemorative Speeches	
29	Commemorative Speeches	
30	Summary and Review for Final Examination	

OUTLINE FOR A 10-WEEK, 40-HOUR QUARTER

Class Meeting	Topic—Activity	Reading
1	<p>Course Overview</p> <p>Introduce yourself; hand out syllabi; explain grading and attendance policies. Assign introductory speeches.</p>	
2	<p>Basic Principles of Speech Communication</p> <p>Focus class discussion on selected exercises, text pp. 26–27, or additional exercises from pp. 52–56 of this manual. Explain introductory speeches; show “Tap, Tap, Tap” and “Third-Culture Kid” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>.</p>	Chapter 1 and Chapter 4
3	<p>Ethics and Public Speaking</p> <p>Focus class discussion on exercises 1 and 3, text p. 45. Have students develop a code of ethical speaking for their classroom as explained in additional exercise 1 on pp. 64–65 of this manual.</p>	Chapter 2
4	<p>Introductory Speeches</p>	
5	<p>Introductory Speeches</p>	
6	<p>Speaking to Inform</p> <p>Assign informative speeches. Focus class discussion on kinds of informative speeches and guidelines for informative speaking. Show the needs improvement and final versions of “Lady Liberty” and “Medical Robots: From Science Fiction to Science Fact” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For discussion of “Lady Liberty,” see pp. 300–302 of the textbook and 201–204 of this manual; for discussion of “Medical Robots,” see pp. A2–A3 of the text and 197–199, 204–208 of this manual.</p>	Chapter 15
7	<p>Choosing Topics and Purposes</p> <p>Focus class discussion on exercises 2–4, text pp. 94–95, and Using Public Speaking in Your Career, text p. 83.</p>	Chapter 5

Class Meeting	Topic—Activity	Reading
8	<p>Analyzing the Audience</p> <p>Focus class discussion on exercise 2, text p. 117, and Using Public Speaking in Your Career, text p. 110. Use additional exercise 1 or 4 on pp. 102–103 of this manual as a classroom activity.</p>	Chapter 6
9	<p>Organizing the Speech</p> <p>Focus class discussion on exercises 1–3 and Using Public Speaking in Your Career, text pp. 173, 181–182, and exercise 1, text p. 203. Use additional exercises as needed from pp. 133–136 and 143–145 of this manual. Show Part One of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>.</p>	Chapters 9–10
10	<p>Outlining the Speech</p> <p>Focus class discussion on exercise 1, text pp. 218–219, and Using Public Speaking in Your Career, text p. 215. Have students do the interactive outlining exercises in Chapter 11 at <i>Connect</i> as a homework assignment; discuss the results in class.</p>	Chapter 11
11	<p>Delivering the Speech and Using Visual Aids</p> <p>Select from exercises 1–3, text p. 262–263, or the additional exercises on pp. 179–185 of this manual. If visual aids are required for the informative speech, discuss exercise 2, text p. 281. Use additional exercise 2 on p. 192 of this manual as a classroom activity. Show Part Two of <i>Introductions, Conclusions, and Visual Aids</i>, which is available on <i>Connect</i>. If time allows, show a full speech that uses visual aids from the DVD of student speeches that accompanies this edition. Good candidates include “Lady Liberty,” “Medical Robots: From Science Fiction to Science Fact,” and “Yoga: Uniting Mind, Body, and Spirit.”</p>	Chapters 13–14
13	Informative Speeches	
14	Informative Speeches	
15	Informative Speeches	

Class Meeting	Topic—Activity	Reading
16	<p>Introduction to Persuasive Speaking</p> <p>Assign persuasive speeches. Focus class discussion on selected exercises and Using Public Speaking in Your Career, text p. 323. Show “Changing Lives Through the Literacy Network” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 324–326.</p>	Chapter 16
17	<p>Gathering Materials</p> <p>Take a library tour—see additional exercise 1 on p. 111 of this manual. Assign selected exercises from text p. 139 or from p. 111–112 of this manual.</p>	Chapter 7
18	<p>Using Supporting Materials</p> <p>Focus class discussion on exercises 1–2, text p. 163. Or select from among the additional exercises on pp. 126–127 of this manual.</p>	Chapter 8
19	<p>Methods of Persuasion</p> <p>Focus class discussion on selected exercises and Using Public Speaking in Your Career, text pp. 348 and 357. Use additional exercise 3 on pp. 247–248 of this manual as a classroom activity. Show “The Living-Wage Solution” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. For commentary on the speech, see textbook pp. 352–355 and pp. 241–244 of this manual.</p>	Chapter 17
20	<p>Listening to Speeches</p> <p>Focus class discussion on exercise 2, text p. 61. (The Listening Self-Evaluation Worksheet is available on p. 75 of this manual, or you can assign it from the assignments available on <i>Connect</i>.) Choose from additional exercises on pp. 72–74 of this manual for classroom activities.</p>	Chapter 4
21	Persuasive Speeches	
22	Persuasive Speeches	
23	Persuasive Speeches	
24	Persuasive Speeches	

Class Meeting	Topic—Activity	Reading
25	Midterm Examination	
26	<p>Commemorative Speaking</p> <p>Assign commemorative speech. Focus class discussion on exercise 3, text p. 369. Show “Make a Wish,” “The Wonderful World of Dr. Seuss,” or “Elie Wiesel” from the DVD of student speeches that accompanies this edition of <i>The Art of Public Speaking</i>. See pp. 254–255, 255–256, and 256–257 of this manual for commentary on these speeches.</p>	Chapter 18, especially pp. 364–367
27	<p>Using Language Effectively</p> <p>Focus class discussion on selections from exercises 1–3, text p. 237; Using Public Speaking in Your Career, text p. 231; and additional exercises on pp. 168–172 of this manual.</p>	Chapter 12
28	<p>Using Language Effectively</p> <p>Have students prepare a brief analysis of King’s speech as directed in additional exercise 1, p. 165. Show the video of “I Have a Dream” in class and focus discussion on King’s use of language. For analysis of King’s speech, see pp. 165–167 of this manual.</p>	Martin Luther King, “I Have a Dream,” as discussed on pp. 165–167 of this manual
29	Commemorative Speeches	
30	Commemorative Speeches	
31	Commemorative Speeches	
32	<p>The Final Speech</p> <p>Assign final speeches and begin review of elements students most need to concentrate on in preparing the final speech. Major items usually are supporting materials, organization and outlining, and delivery.</p>	
33	<p>Preparing for the Final Speech: Supporting Materials</p> <p>Focus class discussion on selected exercises from Chapter 8, or on analyzing speeches from pp. A1–A12 of the text or from Part Five of this manual.</p>	Review Chapter 8

Class Meeting	Topic—Activity	Reading
34	<p>Preparing for the Final Speech: Organization and Outlining</p> <p>Focus class discussion on selected exercises from Chapters 9–11 and additional exercises from this manual.</p>	Review Chapters 9–11
35	<p>Preparing for the Final Speech: Delivery</p> <p>By this point in the course, many students are ready to work on polishing their delivery skills. Choose from among the exercises in Chapter 13 of the text and the additional exercises on pp. 179–185 of this manual.</p>	Review Chapter 13
36	Final Speeches	
37	Final Speeches	
38	Final Speeches	
39	Final Speeches	
40	Summary and Review for Final Examination	

