HONOLULU COMMUNITY COLLEGE
SPEECH REQUIREMENT HALLMARKS AND EXPLANATORY NOTES

**Hallmark 1**
Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, at least 40% of the final grade for a 3-credit course will be a function of the student's oral communication activities (30% for a 4-credit course; 60% for a 2-credit course; 100% for a 1-credit course).

Oral communication assignments can include:

- Individual creative/aesthetic performances (e.g., storytelling, performance of literature, interpretations and readings)
- Group presentations--incorporating individual presentations
- Facilitating/Participating in group discussions and community gatherings
- Chapter/Section presentations to class
- Individual presentations/Speeches--formal/informal
- Panel discussions
- Engaging in outreach activities that incorporate oral communication skills (e.g., community teaching, coaching, presenting)
- Various forms of interviews/interrogations
- Press conferences
- Various persuasion/influence appeals (e.g., sales presentations, solicitations, motivational presentations)
- Debates (individual and team)
- Critiques of and responses to others' performance, presentations

**Hallmark 2**
Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity.

Explicit training for students can include:

- How to choose a topic appropriate for the audience and the occasion/purpose
- How to analyze and adapt to audiences
- How to research and choose relevant, strong supporting information
- How to organize the information using the appropriate format for the occasion
- How to develop powerful introductions, thesis statements, and conclusions
- How to use language appropriately
- How to handle visual aids effectively
- How to improve physical and vocal delivery (e.g., eye contact, gestures, purposeful body movement, projection, vocal variety, energy)
- How to connect to the audience, using an extemporaneous speaking style
- How to listen for organization, content, language, and delivery style
- How to listen critically and provide constructive feedback to other speakers
Hallmark 3
Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor.

Feedback and critique can be provided in the following areas:

**Organization and Content**

- **Introduction:** Gains audience’s attention, introduces topic or thesis statement clearly, establishes credibility, relates topic to the audience or establishes relevance of topic to the audience, creates common ground, previews main points clearly
- **Organization:** Main points are clear and distinct, ideas are logically arranged, transitions are used effectively between each main point, time devoted equally to each main point
- **Supporting Material:** Main points fully supported with credible sources, support material is vivid, interesting, and varied, new information is presented, adequate number of sources provided in the speech
- **Language:** Used appropriate level of language, defined all technical/specialized terms, explained abbreviations/acronyms, avoided offensive/foul language, avoided prejudiced/gender-biased language, used correct pronunciation
- **Visual Aid(s):** Clearly visible/legible, contains appropriate amount of content, enhances audience’s comprehension and interest
- **Conclusion:** Prepared audience for the ending, summarized main points, concluded with a memorable statement, conveys sense of completeness

**Delivery**

- **Physical Delivery:** Eye contact direct and sustained, facial expressions complement the verbal message, body movement deliberate and purposeful, gestures used effectively, nervous behaviors minimized, posture and body orientation appropriate, notes used appropriately, energy communicated, connects with audience, professional appearance
- **Vocal Delivery:** Used appropriate volume, spoke at appropriate speech rate, refrained from awkward pauses, used conversational tone, articulated words clearly, used vocal variety, speech flowed smoothly

**Topic Choice** Topic was contemporary and unique, topic was stimulating

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Hallmark 4
If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20 students. If instructor feedback primarily involves groups of students, enrollment will be limited to 30 students.