

SCH 2600: Elizabeth Reed

ASSIGNMENT: Reading from a Prepared Manuscript
Creating an Introduction for a Speaker

References: Gronbeck and others. PRINCIPLES OF SPEECH COMMUNICATION

Chapter 10: "Selecting the Method of Presentation:
The Read Speech" : p. 214; "Using the Voice
to Communicate" pp. 215-223; "Proxemics"
pp. 226-230

Chapter 14: "Speaking on Special Occasions: Speeches of
Introduction" pp. 310-311.

Topic: You will (1) select a speech previously delivered by another speaker from VITAL SPEECHES OF THE DAY, (2) prepare it for oral reading, (3) prepare an introduction to the speaker and the speech, (4) introduce the speaker and the occasion for the speech to the audience, (5) read the speech aloud.

Objectives: To become acquainted with the publication VITAL SPEECH OF THE DAY, its purpose and its content

To practice interpretive oral reading

To practice clear enunciation

To practice voice control

To consider the role of ethics in public speaking

To practice the introduction of speakers

To help the audience understand the idea which the speaker was attempting to make

Specifications for the assignment:

The reading must not exceed five minutes and should not be shorter than three minutes. Since you will find few speeches to fit this specific limitation, you must do one of two things: A. judiciously cut the speech to the proper length and fit it together again smoothly doing no damage to its sense, or
B. summarize in your own words materials which precede or follow the section which you choose to read.

I. The manuscript must be prepared.

- A. Type the manuscript if possible double or triple spacing between the lines so that they can be easily read.
- B. Mark (perhaps with highlighter) words to be stressed.
- C. Mark (perhaps with another color) points where pauses should occur.
- D. Mark (perhaps) spots where voice might be raised or lowered.
- E. Affix the manuscript to a stiff folder arranged so that pages may be turned smoothly and not risk being dropped.

- II. The introduction must be prepared.
 - A. Using library resources (biographical indexes, etc.) discover the background of the original speaker, his qualifications for speaking on the subject.
 - B. Using introductory materials you will find published with the speech, determine the occasion for the speech.
 - 1. Where was the speech made?
 - 2. When was the speech made?
 - 3. Who were the members of the audience?
 - 4. What was the occasion for the speech?
 - C. Read the speech carefully to discover any clues as to the credibility of the speaker.
- III. The reading of the speech must be rehearsed.
 - A. Read the speech silently to discover any difficult words, words whose meanings either you or your audience might not comprehend.**
 - 1. Make a list of these words.
 - 2. Check the meanings of these words in a dictionary.
 - 3. Prepare a list of the words and their meanings to be turned in with your manuscript for evaluation.
 - B. Read the speech aloud to discover any words whose pronunciations are not familiar to you.
 - 1. Make a list of these words.
 - 2. Check the pronunciations of these words in a dictionary.
 - 3. Copy the phonetic respellings of these words to be turned in with your manuscript for evaluation
 - C. Read the speech aloud several times to become familiar with its meaning and accustomed to pronouncing unfamiliar words.
 - D. Continue to rehearse the reading of the speech concentrating on clear enunciation and vocal control to illuminate its meaning for the audience.
 - E. Time the reading to be sure it fits the assigned time limitation.
- IV. Record the reading, if possible, for your own evaluation of the performance.
- V. Introduce extemporaneously the speech and the speaker on the day assigned.
- VI. Read the speech on the day assigned.
- VII. Turn in your manuscript and other materials for evaluation.

** If you feel that a word or words used in the speech may be so unfamiliar to the audience as to interfere with their understanding of the speech, explain the meaning of the word (write it on the chalkboard, perhaps) before you begin the reading.