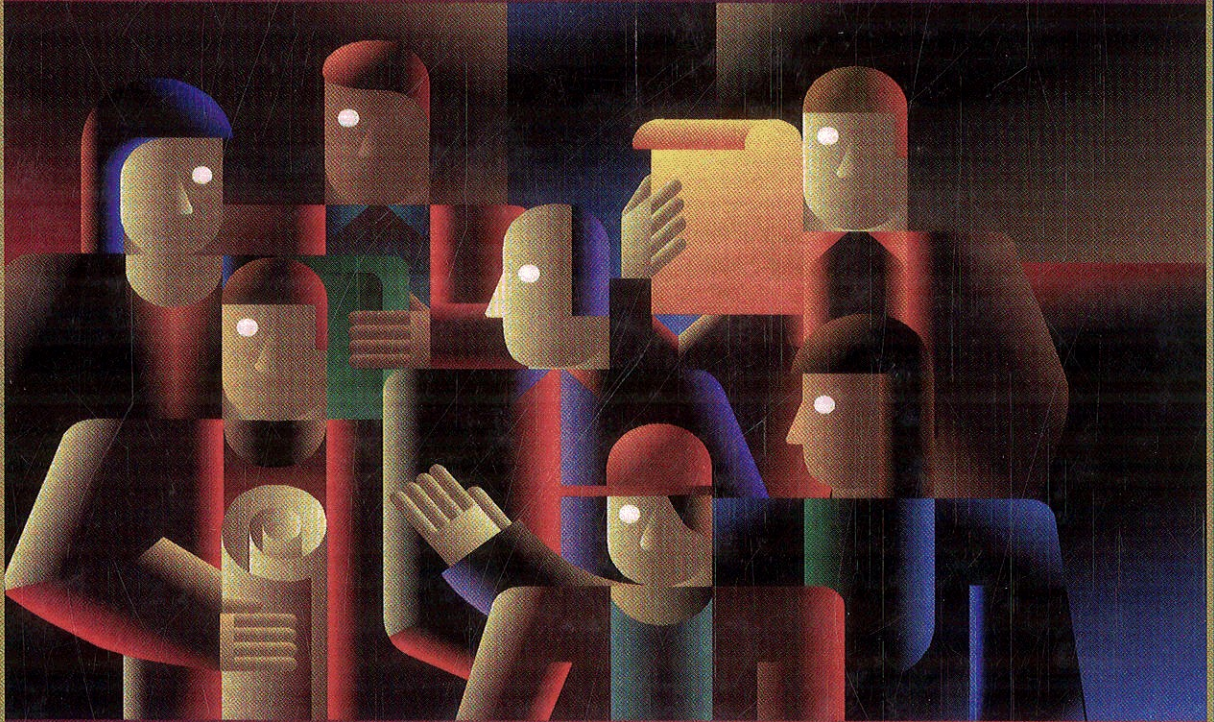


GLENCOE

# The Basics of Speech

Learning to Be a Competent Communicator



Galvin | Cooper

[speech.glencoe.com](http://speech.glencoe.com)



# Contents

## To the Student



### UNIT 1 THE BASICS OF COMMUNICATION

#### **Chapter 1 The Communication Process 2**

##### **ORAL COMMUNICATION 5**

REMEMBER: Three Main Ideas about Communication 9

##### **YOUR EXPERIENCE WITH COMMUNICATION 9**

 Communication Checklist 10

##### **COMMUNICATION IN YOUR LIFE 12**

##### **COMMUNICATION SITUATIONS 18**



Speaking Of . . . Katherine Kim Seitz 19

Summary 21

Chapter Review 22

#### **Chapter 2 Elements of Communication 24**

##### **VERBAL MESSAGES 27**

##### **NONVERBAL MESSAGES 30**

##### **INDIVIDUAL PERCEPTIONS 37**

##### **CHANNELS OF COMMUNICATION 40**



Speaking Of . . . Omar Siddiq 42

##### **FEEDBACK 43**

##### **CONTEXT 44**

Summary 47

Chapter Review 48

## **Chapter 3 The Work of Speaking and Listening** **50**

### **VOCAL PRODUCTION** **52**

### **THE LISTENING PROCESS** **58**

### **TYPES OF LISTENING** **61**

Tips for Note Taking 62



Speaking Of . . . Natalie Digate 68

### **BARRIERS TO LISTENING** **69**

REMEMBER: Guidelines for Good Listening 80

Summary 81

Chapter Review 82

## **Chapter 4 The Competent Communicator** **84**

### **COMMUNICATION ACTS** **86**

REMEMBER: Guidelines for Introductions 99



Speaking Of . . . Tiffany Black 103

### **COMPETENCY STEPS** **105**

Summary 115

Chapter Review 116

## **2**

## **UNIT 2 COMMUNICATION WITH SELF AND OTHERS**

## **Chapter 5 Communication and Yourself** **120**

### **SELF-CONCEPT** **122**



CHECKLIST: Self-Esteem 134

### **COMMUNICATION AND THE SELF** **135**



Speaking Of . . . Angie Rodriguez 141

<b>IMPROVING SELF-CONCEPT</b>	<b>142</b>
Summary	145
Chapter Review	146


## **Chapter 6 Communication with Others 148**

### **FRIENDSHIPS 150**

 CHECKLIST: Friendship Communication	151
---	-----

### **STAGES OF FRIENDSHIP 157**

### **INTERPERSONAL COMMUNICATION SKILLS 165**

 Speaking Of . . . Brad Auerbach	167
Summary	177
Chapter Review	178



## **UNIT 3 GROUP COMMUNICATION**

## **Chapter 7 Communication in Groups 182**

### **CHARACTERISTICS OF GROUPS 184**

### **GROUP PROBLEM SOLVING 192**


 Speaking Of . . . Frank Smith	196
---	-----

### **GROUP MEMBER COMMUNICATION 203**

### **LEADERSHIP ISSUES 208**

 CHECKLIST: Leadership Skills	211
--	-----

### **EVALUATING GROUP DISCUSSION 212**

 CHECKLIST: Group Participation	214
--	-----

Summary	217
---------	-----

Chapter Review	218
----------------	-----

## **Chapter 8 Forms of Group Discussion 220**

### **DISCUSSION FORMATS 223**

#### **PARLIAMENTARY PROCEDURE 231**



Speaking Of . . . BJ Coleman 233

Key Parliamentary Terms 242

Summary 251

Chapter Review 252



## **4 UNIT 4 PUBLIC COMMUNICATION**

## **Chapter 9 Introduction to Public Speaking 256**

### **PUBLIC SPEAKING AND YOU 258**

#### **PURPOSES OF PUBLIC SPEAKING 261**

#### **TOPIC SELECTION 263**



Speaking Of . . . Christine Elizabeth Vasquez 264

#### **AUDIENCE ANALYSIS 265**

#### **AUDIENCE GOAL 271**

Summary 273

Chapter Review 274

## **Chapter 10 Finding and Using Information 276**

### **RESEARCH SOURCES 278**



Speaking Of . . . Kavitha Kareth 294

#### **RECORDING YOUR INFORMATION 295**

#### **USING INFORMATION TO SUPPORT YOUR SPEECH 301**



CHECKLIST: Evaluating Supporting Material 309

Summary 309

Chapter Review 310

## **Chapter 11 Constructing the Speech** **312**

### **PURPOSE STATEMENT** **314**

### **PATTERNS OF ORGANIZATION** **316**

### **OUTLINING** **320**

Guidelines for Outlining 322

### **LANGUAGE** **323**



Speaking Of . . . Reid Matsuoka 325

### **INTRODUCTIONS, CONCLUSIONS, AND TRANSITIONS** **330**

REMEMBER: Elements of an Introduction 331

REMEMBER: Elements of a Conclusion 334

Summary 337

Chapter Review 338

## **Chapter 12 Delivering the Speech** **340**

### **SPEAKER CONFIDENCE** **342**

Tips for Developing Confidence 344

### **METHODS OF DELIVERY** **346**

Stages of Manuscript Development 351

Personal Delivery 356

Tips for Using a Microphone 365

### **REHEARSING THE SPEECH** **365**

### **MEDIA AIDS** **368**



Speaking Of . . . Atley Chock 371

Summary 373

Chapter Review 374

## **Chapter 13 Creating the Informative Speech 376**

**SPEAKING TO INFORM 378**

**SOCIAL-RITUAL SPEECHES 385**

**EVALUATING INFORMATIVE SPEECHES 391**



Speaking Of . . . Rebecca Carlton 393

REMEMBER: Guidelines for Giving Constructive Criticism 397

REMEMBER: Guidelines for Accepting Constructive Criticism 399

Summary 403

Chapter Review 404

## **Chapter 14 Creating the Persuasive Speech 406**

**SPEAKING TO PERSUADE 408**

**SELECTING A PERSUASIVE TOPIC 410**

**ADAPTING TO THE AUDIENCE 413**

**MAKING YOURSELF BELIEVABLE 417**

**REASONING 419**



Speaking Of . . . Jennifer Cornfeld 420

**ORGANIZING A PERSUASIVE SPEECH 428**

**EVALUATING PERSUASIVE SPEECHES 433**

Summary 435

Chapter Review 436

## **Chapter 15 Learning about Debate 442**

**THE VALUES OF DEBATE 444**

**THE DEBATE PROCESS 446**

**CREATING THE PROPOSITION 450**

REMEMBER: Qualities of a Good Proposition 454

**RESEARCHING THE TOPIC 455**



Speaking Of . . . Jonathan David Maurer

457

## **ARGUING THE ISSUES**

**461**

## **DEBATE FORMATS**

**463**

Summary

467

Chapter Review

468



## **UNIT 5 INTERPRETIVE COMMUNICATION**

### **Chapter 16 Preparing for Oral Interpretation 472**

#### **CHARACTERISTICS OF ORAL INTERPRETATION**

**474**

#### **APPROPRIATE LITERATURE FOR ORAL INTERPRETATION**

**476**

#### **SELECTING MATERIAL**

**479**



CHECKLIST: Selecting Material for Oral Interpretation

487

#### **ANALYZING LITERATURE**

**488**



Speaking Of . . . Justin Brett Klosky

503

#### **PIECES FOR ORAL INTERPRETATION**

**504**

Summary

509

Chapter Review

510

### **Chapter 17 Performing Oral Interpretation 512**

#### **PREPARING THE MATERIAL**

**514**

#### **USING YOUR VOICE AND BODY**

**519**

#### **PREPARING A PERFORMANCE SCRIPT**

**531**

#### **REHEARSING ORAL INTERPRETATION**

**535**

#### **TELLING A STORY**

**538**



Speaking Of . . . Amy Rao

540

#### **EVALUATING ORAL INTERPRETATION AND STORYTELLING**

**543**

Summary

547

Chapter Review

548



## **Chapter 18 Group Interpretation** **550**

### **CHORAL SPEAKING** **552**



Speaking Of . . . Jeff Seelbach 564

### **READER'S THEATRE** **565**

Summary 579

Chapter Review 580

Afterword 582

Bibliography 585

Glossary 586

Index 591

Photo Credits 602

Acknowledgments 604