



PACING GUIDE

# Speech

## Unit 1

### Introduction

4 Weeks

- **OVERVIEW:**

Students examine the interpersonal and group communication process and the different parts of the communication process to understand what communication is.

- **Textbook Location and Topics:**

- Textbook: “How to Design and Deliver Speeches”
- Chapter 1: Controlling Nervousness
- Chapter 2: Designing Speeches
- Chapter 3: Analyze the Audience
- Chapter 13: Using Visual Aids
- “Exploring the Communication Process”

- **Key Learning Goals:**

- Identify the different parts of the Communication process
- Define “communication” in the 21st century global community
- The proper body language techniques to be used when giving a speech
- The most effective ways to persuade an audience when giving a speech
- The best way to properly deliver a speech vocally

## Unit 2

### Impromptu

4 Weeks

- **OVERVIEW:**

Students examine the impact of how “vocal delivery” affects the speech and the response of the audience as well as the most effective way to persuade an audience. Students also practice proper body language.

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- **Textbook Location and Topics:**

- Textbook: “How to Design and Deliver Speeches”
- Chapter 17: Speaking Impromptu
- “The Communication Process”

- **Key Learning Goals:**

- Practice active listening skills in various situations to check if information has been communicated properly
- Practice Job interviewing skills through “role-play” of interviewer and interviewee
- Learn how important it is to research an “informative” speech topic
- Learn how to “create” an effective argument when debating a speech topic
- Learn how different people “alter” their speech when speaking to different audiences and culture

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**Unit 3****Types of Speeches****5 Weeks**

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- **OVERVIEW:**

Students examine how to write and deliver a speech. Students will learn how to alter a speech according to our audience and how different people both communicate and interpret information.

- **Textbook Location and Topics:**

- Textbook: “How to Design and Deliver Speeches”
- Elements of an Argument Active Listening
- Job Interviewing Techniques
- Informative Speech Techniques
- Debate and building an Effective Argument

- **Key Learning Goals:**

- Practice active listening skills in various situations to check if information has been communicated properly
  - Practice Job interviewing skills through “role-play” of interviewer and interviewee
  - Learn how important it is to research an “informative” speech topic
  - Learn how to “create” an effective argument when debating a speech topic
  - Learn how different people “alter” their speech when speaking to different audiences and culture
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- **OVERVIEW:**

Students examine the purpose of active listening and the role it plays during communication. Students learn the importance of research in a speech and how to create an effective argument.

- **Textbook Location and Topics:**

- Textbook: “How to Design and Deliver Speeches”
- Chapter 14: Informing
- Chapter 15: Persuading
- Chapter 16: Entertaining

- **Key Learning Goals:**

- Practice active listening skills in various situations to check if information has been communicated properly
- Practice Job interviewing skills through “role-play” of interviewer and interviewee
- Learn how important it is to research an “informative” speech topic
- Learn how to “create” an effective argument when debating a speech topic
- Learn how different people “alter” their speech when speaking to different audiences and culture