

**Communication 10 10Y 24366 Fundamentals of Oral Communication
Fall 2024**

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Course Hours: L43 1:30-3:20

Office Hours: Tues-Thurs 9-10 a.m. Via Email / Zoom

Zoom Meeting Code: See Canvas Zoom Codes

Course Text: *Communication in the Real World: An Introduction to Communication Studies*
[https://open.lib.umn.edu/communication/Links to an external site.](https://open.lib.umn.edu/communication/Links%20to%20an%20external%20site.)

I. Catalog Information

COMM 10 Fundamentals of Oral Communication 5 Unit(s)

(Formerly SPCH 10.)

(See general education pages for the requirement this course meets.)

(Not open to students with credit in COMM 10H.)

Advisory: EWRT 1A or EWRT 1AH or (EWRT 1AS and EWRT 1AT) or ESL 5.

Lecture Hrs: 60.00

Out of Class Hrs: 120.00

Total Student Learning Hrs: 180.00

An introduction to the basic principles and methods of oral communication with emphasis on improving speaking and listening skills in the multicultural contexts of interpersonal, small group, and public communication. Students will develop and apply effective research strategies.

Student Learning Outcome Statements (SLO)

Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.

Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback

Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.

Identify, locate, evaluate and use information technologies and information sources.

II. Course Objectives:

- A. Examine the principles of human communication in order to communicate effectively in interpersonal, group, and public speaking contexts.
- B. Apply principles of interpersonal communication in multiple contexts.
- C. Analyze the similarities and diversities among group members and develop skills to work together effectively.
- D. Organize, compose, present, and critically evaluate speeches appropriate in content and style to the audience and situation.
- E. Select, locate, evaluate and use information technologies and information sources.

Speech Grades:

- Major Speeches have a Grading Rubric in Canvas
- All late assignments will be accepted. A 25% reduction could occur after 48 hours past the due date, unless the student asks for an extension. The longer the submission delay, the more the final grade will be reduced. Extensions will be granted if the students ask for them in a timely manner.
- Assignments may include discussions, rough drafts, uploads or reflections and peer review.
- Some Assignments are Complete / Incomplete while others have more detailed criteria.
- Smaller Assignments may lead into larger Assignments and are weighed less the final assignments. The smaller assignments are meant to provide feedback and to make sure you are on the right track.
- Some Assignments are unique assignments on a given topic not leading to a larger project but are part of the Course Module.

Assignment List: *You will receive additional, detailed instructions for each assignment over the course of the semester. You must access the criteria for these documents on the Canvas website.*

Major Speeches 50% of Final Grade

1. Speech of Introduction 9/25
2. Informative Speech 10/15,17
3. Culture Speech 11/5,7
4. Group Presentation 11/19,21
5. Persuasive Presentation 12/3,5

All Other Assignments 50% of Final Grade

Outlines

1. Speech of Introduction
2. Informative Speech
3. Culture Speech
4. Group Presentation
5. Persuasive Presentation

Peer Review

1. Informative Speech Outline
2. Group Speech Outline
3. Culture Speech Outline
4. Persuasive Speech Outline

On-Line Activities:

1. **Photo Upload:** Share a Photo and Create Context for the Photo.
2. **Language Community:** Discuss a Topic of Local Importance in your Community
3. **Interpersonal Relationship Discussion:** Share a Personal Relationship Issue and give Advice and Support
4. **Group Communication Topic Development:** Collaborate with your Group Communication in an On-Line Discussion
5. **Fake News and Credible Research** and Evidence Discussion
6. **Persuasive Speech Topic Discussion:** Share and get feedback on the Development of your Persuasive Speech
7. **Persuasive Speech Argument Discussion:** Share your Arguments and Persuasive Strategies, and get feedback on your work.

Quizzes / Reading Response:

Reading Response 1: Ethics: Apply Ethical Pyramid to your Profession or Career choice

Reading Response 2: Listening: Compare and Contrast 2 Approaches to Listening

Reading Response 3: Culture: Identify and Explain and Example of Ethnocentrism

Self-Reflections:

Reflection 1 Before

- What are your goals for this course?
- In what ways will Communication be Important in your Personal Future?
- In what ways will be Important in your Academic Future?
- In what ways will Communication be important in your Professional Future?

Reflection 2 During the Course

- Identify and write about 3 Course Concepts that have been influential or especially helpful to you so far in the Course.
- State the Course Concept from the Lectures, Canvas or Textbook
- Summarize and Define the Course Concept, Theory or Process

- In 3-5 sentences, explain or apply why each concept has been helpful or influential to you

Reflection 3 End of the Course

- What are 3 specific ways have you improved in Communication?
- Where do you still struggle with communication?
- Which aspects of the course were most helpful to you: In-Class Lectures and Activities, Canvas Discussions, Written Reflections, Working by Yourself?
- What specific aspects of Communication did you learn from working with and observing your classmates in the class?

Additional Course Policies:

Make-Up Policy: Students trying to earn a high grade should try to complete as many assignments as possible. Students are required to inform the instructor if they will miss a speech. Failure to adequately inform the instructor could result in final reduction for the assignment, which could affect the overall final grade. Students are responsible for scheduling make-up times in order to complete course assignments. It is up to the professor to grant make-ups based on student communication and the reasoning behind the missed assignment.

Late Assignments Could Result In:

- Points deducted or grade lowering depend on number of days late
- 2 Days 10% Deduction / 3-5 days 30% Deduction / 6 and beyond 75% deduction.

Expected Course Preparation: In order to do well, students should read assigned readings comprehensively and carefully prior to their assigned due date. Students are expected to have read assigned readings and the syllabus and be prepared to participate effectively.

Disruptive Behavior

The college will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting the class may be asked to leave that class. Administrative follow-up may result.

Extra Help and Support

- Take advantage of these free support services!
- Writing and Reading Center in AT 309
- Listening and Speaking Center in AT 304
- Math, Sciences and Technology Resource Center in S43
- Academic Skills Center in AT 302
- General Subject Tutoring in AT 305
- Disability Support Services in SCS 141

Academic Dishonesty: Regarding tests in this class is defined as using resources not made available by me to everyone in the class during the testing time. Academic dishonesty includes plagiarism.

Week 1 Foundations of Public Speaking

CLOs	CLO 1	CLO 1
Days	Tues 9/24	Thurs 9/26

CLOs	CLO 1	CLO 1
Pre-class work	N/A	N/A
	<p>Introductions and Overview</p> <p>Types of Communication</p> <p>Reasons to Study and Practice Communication</p> <p>Health and Social Benefits of Communication</p>	
Course Topics	<p>How our Identity is Shaped by Communication</p> <p>Early Childhood Experiences with Communication</p> <p>Communication Opportunities in Everyday Life</p> <p>The Role of Education in Fostering Communication</p> <p>Understand and Apply Types of Communication</p>	<p>Chapter 1: The Basics of Public Speaking</p> <p>Chapter 2: Audience Analysis and Listening</p>
Class Activities	<p>Share how our Identities are Shaped by Communication</p> <p>Identify the Roles Communication will Play in your Life</p>	
Homework	<p>Outline 1: In preparation for your Introductory Speech, write your first and last name, country, city state or region of origin, and something meaningful about yourself that you would like the audience to know about you as a classmate in this course. See sample at bottom of syllabus.</p>	<p>Major Speech 1: Deliver Speech of Introduction to the Class. Submit Outline to Canvas Major Assignments.</p> <p>Assignment: Photo Upload. Share a Photo and Create Context for the Photo.</p>

Week 2 Library Research and Information Literacy

CLOs	#1, 2	#1, 2
Days	10/1	10/3
Pre-class work	<p>Read: Chapter 5: Researching your Speeches</p> <p>Chapter 7: Supporting your ideas</p>	<p>Chapter 6: Organizing the Body of the Speech</p> <p>Chapter 8: Beginning and Ending the Speech</p>

Class Activities	Discuss research requirements for the Informative Speech De Anza College Library Databases Conducting a Basic Search	Practice choosing a Method of Organization with Practice Informative Speeches
Course Topics	Understanding the Role of Research Navigating Library Databases Compiling a Variety of Evidence Citing our Evidence / Oral Source Citations Assessing Research Credibility Building a Works Cited List	Introductions & Conclusions Developing your Speech Body Methods of Organization Matching topics to Methods of Org Organizing your Main Points
Homework	Assignment: Propose a Speech topic for the Informative Speech Assignment: Persuasive Speech Argument Discussion: Share your Arguments and Persuasive Strategies, and get feedback on your work.	Assignment: Find 3 Sources from the De Anza College Library Databases on your Forthcoming Speech Topic Cite them by Author, Date and Title Provide a 2-3 sentence summary of the source
Week 3 Speaking to Inform		
CLO	CLO 1, 3, 4	CLO 1, 3, 4
Days	10/8	10/10
Pre-class work	Chapter 12: Speaking to Inform Chapter 4: Selecting a Topic and a Purpose Read Informative Speech Assignment Guidelines	Chapter 7: Supporting your ideas
In-Class Activities	Brainstorming Topics Making Audience Centered Topics Adapting to your Audience Crafting a thesis	Aristotle and his, "Ethos, Logos, and Pathos." How do we earn an audience's trust as credible speakers? Relationship and Audience activities Peer guidance
Course Topics	Goals of Informative Speaking Choosing a Topic Crafting a thesis Methods of Organization Practice Speeches Crafting a thesis	Compiling Evidence Quantitative and Qualitative Evidence Citing Evidence on our Works Storytelling / Storytelling Activity Outlining Visual Aids

Homework	Assignment: Craft a Thesis for your Informative Speech as well as Compile a list of evidence including a Fact, Quote, Statistic, Story, Video and Picture for your Informative	Major Assignment: Develop and Submit your Final Informative Speech Outline and Visual Aid
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Week 4 - Delivering your Informative Speech

CLO	CLO 3	CLO 5
Days	10/15	10/17
Pre-class work	Prepare and Practice Speech 2: Informative Speech	Prepare and Practice Speech 2: Informative Speech
Course Topics:	Submit Assignment 2	Peer Review
In-class activities	Speech 2: Deliver Informative Speeches	Speech 2: Deliver Informative Speeches
Homework	Reflection 1: Course Reflection 1	Reflection 1: Course Reflection 1

Week 5 - Culture & Interpersonal Communication

CLO	#1, 2	#5
Days	10/22	10/24
Pre-class work	Read Chapter 10: Using Language Read: Culture Speech Guidelines	Read Chapter 6: Interpersonal Communication Processes
Course Topics	Defining Culture Understanding our Cultural Selves Listening and about Culture with others Dimensions of Culture Abstract and Concrete Elements of Culture Culture as Fixed and Evolving	Friendships Workplace Romance And Dating On-Line
In-class activities	Museum of the 20 th Century Activity Practice Culture Group Presentations Determining your Speech Purpose Crafting a thesis	Continue work on crafting and refining speech ideas Analytical Listening Exercise. A look at Personal Storytelling and Public Speaking: 'The Moth' as an organization, concept and in practice. 'Culture' and Self
Homework	Assignment: Provide a topic for your Culture Speech in our next class where you can share information that is connected to yourself, your audience.	Assignment Language Community: Discuss a Topic of Local Importance in your Community

Week 6: Develop Culture Presentations

CLO	# 1, 2, 3, 4, 5	#5
Days	11/05	11/07
Pre-class work	Prepare Culture speech Outline, Speaking Notes, Practice Delivery, Time Management, Oral Source Citations and Audience Engagement	Prepare Culture speech Outline, Speaking Notes, Practice Delivery, Time Management, Oral Source Citations and Audience Engagement
Course Topics	Deliver Speeches and Listen	Deliver Speeches and Listen
In-class activities	Major Speech 3: Culture Speech Submit Culture Speech Outline	Major Speech 3: Culture Speech Submit Culture Speech Outline
Homework		

Week 7 – Culture & Communication

CLO	#1, 2, 3, 4	#3
Days	11/12	11/14
Pre-class work	Read Course Read: Language, Society and Culture	Read Personal Storytelling Speech from Course Reader
Course Topics	How Migration changes Cultures Cultural Rules and Norms in Relationships Globalization and Migration McDonald's as Globalization Challenges in Cross-Cultural Relationships Benefits of Cross-Cultural Relationships Xenophobia, Sexism, Racism and Classism	How Migration changes Cultures Cultural Rules and Norms in Relationships Globalization and Migration McDonald's as Globalization Challenges in Cross-Cultural Relationships Benefits of Cross-Cultural Relationships Xenophobia, Sexism, Racism and Classism
In-class activities	Major Speech 3 Deliver Your Culture Speech	Major Speech 3 Deliver Your Culture Speech
Homework	Outline 3: Develop your Culture Speech Outline with an Introduction, Body Conclusion and list of 2 source citations.	

Week 8- Group Communication

CLO	CLO 1,2,3,4,5	#3
Days	Sun 11/19	Fri 11/21

Pre-class work	Read: Chapter 13: Small Group Communication	Read: Chapter 13: Small Group Communication
Course Topics	Define Group Communication The Need for Group Communication Discuss Group Roles and Norms Types of Groups Successful and Unsuccessful Groups	
In-class activities	Choose our Group Topics and Group Members	Major Speech 4: Deliver Group Presentations / Submit Individual Outlines and Visual Aids
Homework:	Assignment: On-Line Discussion: Prepare your Group Speech outline, practice the speech, manage time and work on vocal variety and use of nonverbal communication and movement.	Mid-semester Reflection

Week 9 -Speaking to Persuade

CLO	CLO 3	CLO 5
Days	11/19	Sun 11/21
Pre-class work	Chapter 13: Speaking to Persuade	Chapter 13: Speaking to Persuade
Course Topics	Defining and Explaining Persuasive Speaking Persuasion and Democracy Our Social and Ethical Responsibility in Persuasion Critical Thinking and Analysis Seeing Persuasion in Everyday Life Ethos, Logos Pathos Types of Persuasive Speaking Persuasive Speaking Contexts Identifying a Persuasive Speech Topic	Defining and Explaining Persuasive Speaking Persuasion and Democracy Our Social and Ethical Responsibility in Persuasion Critical Thinking and Analysis Seeing Persuasion in Everyday Life Ethos, Logos Pathos Types of Persuasive Speaking Persuasive Speaking Contexts Identifying a Persuasive Speech Topic
In-class activities	Crafting Arguments The Toulmin's Model Logic and Reasoning Types of Arguments Using Evidence in Arguments Critiquing Arguments Counter Arguments	Critically Examining the Issues in a Debate Choosing a Persuasive Speech topic Using Evidence in Arguments Critiquing Arguments

	Effective and Less Effective Arguments Using Emotional Appeals Values in Persuasion	
Homework	Assignment: Choose a persuasive Speech Topic	Assignment: After choosing a Persuasive Speech topic, conduct research that provides 2 different perspectives of the topic.

NO CLASS NOVEMBER 28 - THANKSGIVING BREAK

Week 10 – Developing our Persuasive Speeches

CLO	# 1, 2, 3, 4, 5	#3,4
Days	Tues 11/26	Thurs 11/28 Thanksgiving Break
Pre-class work	Continue to Research and Develop our Persuasive Speeches	N/A
Course Topics	Counter Arguments Effective and Less Effective Arguments Using Emotional Appeals Values in Persuasion	N/A
In-class activities	Using Our Research Crafting Our Arguments Peer Review Testing our Arguments Developing our Arguments Crafting our Visual Aids Working on our Outlines	N/A
Homework	Prepare to Deliver your Persuasive Speech when you return, submit final outlines and visual aids to Canvas	Persuasive Speech Argument Discussion: Share your Arguments and Persuasive Strategies, and get feedback on your work.

Week 11 – Delivering our Persuasive Speeches

CLO	# 1, 2, 3, 4, 5	#1,2,3,4,5
Days	12/3	12/5
Pre-class work	Prepare and Practice Persuasive Speeches work on Outlines and Visual Aids	Prepare and Practice Persuasive Speeches work on Outlines and Visual Aids

Course

Topics

In-class activities

Major Speech 5 Deliver Persuasive Speeches

Major Speech 5: Deliver Persuasive Speeches

Homework

Outline 5: Submit Final Persuasive Speech Outline
Reflection 2: Final Course Reflection

Outline 5: Submit Final Persuasive Speech Outline
Reflection 2: Final Course Reflection

Final Exam:

Tuesday 12/ 10 from 1:45 PM to 3:45 PM

Major Assignments

Speech of Introduction

Meets Student Learning Outcome Statements (SLO)

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.

Goal: This is an In-class Speech where you will introduce yourself to the class in exactly 2 minutes to practice time management, basics of delivery and managing communication apprehension.

- 1 Tell us about yourself and what we need to know about you as a classmate.
- 2 Manage time and organize your speech.
- 3 Be mindful of the Audience and Context of the Speech.
- 4 Try to be expressive with voice and gestures.
- 5 Use appropriate language and context
- 6) Be on time.
- 7) Submit a Summary in Bullet Points of Your Speech to this Assignment.

Outline Example:

Name: Patrick McDonnell

Hometown: Bronx, New York

- First Generation College student, Mother is from Germany

Academic Major: Mass Communications and Journalism Major

Academic Interests:

- College Newspaper Position
- President of the Society of Professional Journalists

Other Interests:

- Seeing Live Music
- Playing Tennis

Conclusion: I hope to improve my Public Speaking Skills

Interpersonal Communication Speech 10/26 10%

How to Foster a Great Relationship

Goal: To deliver a 3-minute organized and extemporaneously delivered speech on your Cultural Group that utilizes evidence, storytelling and examples to enhance audience knowledge.

Meets Student Learning Outcome Statements (SLO)

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
 - Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback
 - Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
 - Identify, locate, evaluate and use information technologies and information sources.
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- Identify a Type of Relationship (sibling, parental, co-worker)
 - Find 2 Sources from the De Anza College Library
 - Cite the 2 sources Accurately and Comprehensively by Author, Date and Title.
 - Organize your Speech with an Introduction, body and Conclusion
 - Share your sources and summarize their contents
 - Tell a Story or Give a Brief Example for Each
 - Explain how we can do, apply or transfer that knowledge to our Relationships
 - Submit a one-page Outline, Labeled, and Cited including Complete Source Citations

Informative Speech

Informative Speech on a Topic you Know About

Meets Student Learning Outcome Statements (SLO)

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
- Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback
- Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- Identify, locate, evaluate and use information technologies and information sources.

Assignment Goal: The goal of this assignment is for you to deliver a 3-minute informative speech on a topic that is appropriate to the audience, is research based,

integrates evidence into the speech, uses speaker experience, 1shows visual aid, submits an outline and a list of works cited.

Assignment Purpose: The purpose of the speech is to illustrate clear and expressive speech delivery skills while integrating research and evidence to enhance the audience's understanding and appreciation of the historical topic of your choice, as well as utilizing patterns of organization, development speech content in a vivid and descriptive manner and integrating visual aids.

Assignment Criteria:

- An attention-grabbing introduction that clearly states the subtopics of the speech.
- A method of organization appropriate to the topic, purpose and audience.
- The speaker establishes his or her experience with the subject.
- The speaker makes the topic relevant to the audience's frame of reference.
- The information is clearly organized, developed and achieves audience retention.
- The speaker utilizes examples, descriptions and a variety of supporting evidence.
- *The speaker thoroughly cites two credible sources in the speech
- The conclusion reinforces the central idea and leaves a lasting impression.
- The speaker uses effective delivery including verbal and nonverbal communication.
- The visual is clear, informative and vibrant.
- The speech is delivered within the assigned time frame
- The outline is developed, organized, cites sources and attaches a reference list.

A completed outline is due on the day of your speech and should replicate the outline provided in class as a model.

Culture Speech =

Meets Student Learning Outcome Statements (SLO)

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
- Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback
- Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- Identify, locate, evaluate and use information technologies and information sources.

Identifying, Researching and Expressing Cultural Values

Goal: To present a 3-minute informative speech with Introduction, Body and Conclusion, 2 types of Supporting Evidence and Storytelling, explaining a Cultural Value, Belief, Event or Process.

After Identifying your topic, find 2 different sources from the De Anza College Library Databases and use Personal Experience to enhance the audience's knowledge.

- Identify a Cultural Group, preferably your own to Study
- Find 2 Sources from the De Anza College Library on Cultural Values, Locations, Belief Systems, Processes and /or Symbols from your Cultural Group
- Organize your Speech with an Introduction, body and Conclusion
- Cite the 2 sources Accurately and Comprehensively by Author, Date and Title.
- Share your sources and summarize their contents
- Tell a Story or Give a Brief Example for Each
- Explain how we can do, apply or transfer that knowledge to our lives
- Submit a one-page Outline, Labeled, and Cited including Complete Source Citations

Group Presentation

Becoming a Global Citizen

Meets Student Learning Outcome Statements (SLO)

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
- Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback
- Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- Identify, locate, evaluate and use information technologies and information sources.

Assignment Goal: Deliver a 12-minute group informative presentation on a particular issue facing society including such issues as education, technology, globalization, culture, and leadership that demonstrates effective public speaking, group collaboration, use of evidence and integration of technology.

Assignment Specifics:

- 1) Once your group is formed, choose a particular issue facing society.
- 2) Research the topic extensively.
- 3) Organize content and develop group speaking roles.
- 4) Integrate technology and Visual Aids
- 5) Deliver a 20-minute presentation with equal time among members.

Individual Assessment: 50%

- 1) The speaker delivers their portion of the presentation extemporaneously, utilizing effective verbal and non-verbal communication, language and evidence to clearly and expressively inform the audience of their subject area.
- 2) Cites sources accurately and comprehensively by Author, Date and Title. Share your sources and summarize their contents.
- 3) Submit an individual outline that is properly formatted, developed, labeled cites evidence and attaches a list of credible references. (I, A, 3)

Group Assessment: 50%

- 1) The group demonstrates effective collaboration, rapport, teamwork, balance and equality in the presentation.
- 2) The group coordinates content with transitions, visual aids and summaries.

Persuasive Presentation

Meets Student Learning Outcome Statements (SLO)

- Display increasing confidence in ability to use a range of speaking, listening, and collaboration skills.
- Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback
- Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- Identify, locate, evaluate and use information technologies and information sources.

Assignment Goal: To deliver a 3-minute argumentative speech arguing for or against a specific policy, law, innovation, behavior, movement or action that illustrates fundamentals of persuasion including crafting a persuasive message, constructing arguments, demonstrating sound logic and reasoning, use of credibility, integration of evidence and delivery that is persuasive in tone and manner.

Speech Criteria:

1. An attention-grabbing introduction that clearly identifies speech goals
2. Assertion of speaker credibility that illustrates knowledge of the topic
3. Demonstration of how the topic relates to the audience
4. Utilization of persuasive strategy such as motivation, logic, emotion, ethics, analysis, comparison, definition, etc.
5. One visual aid with topic purpose, goals, citations and main arguments.
6. Demonstration of emotion that is audience and topic appropriate
7. Use of storytelling to emphasize an aspect or dimension of the speech
8. Extemporaneous delivery that is persuasive in tone and style
9. Use of at least 2 specific credible sources that are verbally cited in the speech

10. Conclusion that leaves a lasting impression and emphasizes speaker goals
11. A one-to-two-page outline that is clearly labeled organized and cites 5 sources