

Speech
Learning Lab Software and Video Resources
Forrest County Center 2006-2007
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SOFTWARE DESCRIPTIONS AND LESSONS

Improving Your Job & Career Prospects *Networked Windows Version

Description: This highly interactive tutorial makes learning about the world of work an enjoyable experience. Students become better prepared to enter the workforce as they gain knowledge about selecting and training for a career, utilizing job information sources when looking for employment, applying and interviewing for a job, maintaining a job, communicating on the job, and understanding Equal Employment Opportunity. Students can evaluate their own learning through self-testing by answering multiple-choice and matching questions scattered throughout the tutorial. Many opportunities for review, drill, and practice are included in the series. This program provides students with a printout of their score.

WORK & CAREER

Lessons: **Applying for a Job:**

- Job Application**
- Personal Information**
- References**
- Review**
- Work History**
- Application Letters**
- Parts of a Letter**
- Writing a Resume**
- Preparing a Resume**
- Parts of a Resume**

Studying for a Career:

- Aptitudes/Interests**
- Kinds of Classes**
- Choosing a Class**
- Schools in Your Area**

Choosing a School
Time and Expenses
Charles' Story I, II & III
Signing a Contract

Communication on the Job:

Conversation Skills
Meeting People
Telephone Skills
Body Communication
Listening Skills
Talking with a Boss
Talking as a Boss
Supervising
Getting Along
Review

Getting Ahead:

Planning Ahead
Promotions
Supervising Others
New Companies
Job Observations
Performance Ratings
Performance Reviews
Evaluations

Interviewing for a Job Part I:

Introduction
MAP
Manners
Attitudes
Preparation
Review

Interviewing for a Job Part II:

Answering Questions I
Answering Questions II
Answering Questions III
Summary I
Summary II
Review

Job Information Tutorial Part I:

Interviews

Job Attitudes:

- Attitudes in General**
- Work Attitudes**
- Positive Attitudes**
- Employer Expectations**
- Positive Tips**
- Good Behavior**
- Employee Ratings**
- Rating Sheets**
- More Rating Sheets**

Preparing for an Interview:

- Preparation**
- Appearance**
- Getting Information**
- Your Employer I**
- Your Employer II**
- Preparing a Kit I**
- Preparing a Kit II**
- Review**

Self Evaluation:

- Interests and Abilities**
- Job and Titles**
- Interests and Jobs**
- Duties and Jobs**
- Job Experiences**
- Abilities I**
- Abilities II**
- Values**
- Goals**

Work Attitude:

- Work Attitude I**
- Work Attitude II**
- Relating to the Boss**
- Apologizing**

**Relating to Workers
Being Fired I and II**

SOFTWARE DESCRIPTIONS AND LESSONS

Please Understand Me: Personality Profile

Description: This program requires the students to answer 75 assessment questions about themselves. The program then provides the students with a profile. The profile includes explanations of the students' personalities, recommendations for careers, recommendations for spouses, and much more. The profile may printed out.

Lessons:

- A. Assessment**
- B. Profile**

SOFTWARE DESCRIPTIONS AND LESSONS

Culturgrams in Presenter

Description: **CULTURGRAMS is a computerized program that provides information on the countries of the world. This program addresses the countries' gestures, geographical locations, national songs, and much more. This program is a wonderful source to use when teaching gestures.**

SOFTWARE DESCRIPTIONS AND LESSONS

Ten Steps to Advancing College Reading Skills

Langan

***Networked Windows Version**

Description: This program provides two skill and practice lessons on each objective. The students read a question or a statement then select the correct answer. This program will provide students with information that will help enhance student speeches. This tutorial provides the student with a score printout.

***Networked**

Lessons: Purpose and Tone (1)
Purpose and Tone (2)
Argument (1)
Argument (2)

SOFTWARE DESCRIPTIONS AND LESSONS

Speech Designer Houghton Mifflin Software Windows Version

Description: The SPEECH DESIGNER is a computerized outline program to help students organize and structure speech materials. Each specific speech design format covered in the student text is contained in the program. For each of the designs, the students will find a STARTER worksheet that contains the skeleton outline form, a set of guidelines that explains when that form is most appropriate, a checklist to assure that you go through all the steps in the outlining process necessary to organize student speeches using the design, and sample full-sentence and keyword outlines of a speech based on that design.

The software also contains a worksheet, guidelines, checklist and sample outlines for Self Introductory Speech and the Supporting a Point Outline. Also included is a summary sheet of What Designs to Use When; and a worksheet, guidelines checklist, and a sample of a Working Outline; for you to use in the preliminary structuring of presentation.

Lessons: Guide and Starter Titles

- Self Introductory Speech
- What Designs to Use When
- Working Outline
- Supporting a Point
- Guide to Lettering and Numbering and Lettering an Outline
- Spatial
- Sequential
- Categorical
- Comparative
- Causation
- Problem Solution
- Motivated Sequence

Refutative

SOFTWARE AND DESCRIPTIONS AND LESSONS

Question Designer *Networked

- Description:** **QUESTION MARK is a computer program that allows the instructor to deliver tests, tutorials, and other kinds of assessment. Using this software, you enter Questions on-screen, and the computer can mark and analyze the students answers. QUESTION MARK is suitable for both by individual trainers and teachers, seeking to create test or tutorials for their students. There are several different ways in which users can answer a question on Question Mark:**
- Multiple Choice**
 - Multiple Response**
 - Graphical Hotspot**
 - Numeric Question Answer**
 - Text Questions**
- Lessons:**
- Speech1-Parts of Speeches**
 - Speech2-Analyze your Audience**
 - Speech3-Speech Topics**
 - Speech4-Research Your Topic**
 - Speech5-Speech Organization**
 - Speech6-Types of Delivery**
 - Speech7-Presentational Aids**
 - Speech8-Persuasive Strategies**
 - Speech9-Practice and Overcoming Fear**
 - Ch1-Public Speaking**
 - CH2-Ethics and Public Speaking**
 - CH3-Listening**
 - CH4-Selecting A Topic and Purpose**
 - CH5-Analyzing the Audience**
 - CH6-Gathering Information**
 - CH7-Supporting Your Ideas**
 - CH8-Organizing the Body of Speech**
 - CH9-Beginning and Ending**
 - Ch10-Outlining the Speech**

CH11-Using Language

CH12-Delivery

CH13-Visual Aids

CH14-Speaking to Inform

CH15-Speaking to Persuade

CH16-Methods of Persuasion

CH17-Speaking on Special Occasions

CH18-Speaking on Small Groups

SOFTWARE DESCRIPTIONS AND LESSONS

The Art of Public Speaking *1 Copy

Description: **THE ART OF PUBLIC SPEAKING student CD-ROM** accompanies the speech text. The CD-ROM provides the students with video clips, study questions, speech checklists, a speech outliner, and other valuable features that will help the students understand and apply the principle discussed in the book.

Lessons:

Chapters

- 1. Speaking in Public**
- 2. Ethics and Public Speaking**
- 3. Listening**
- 4. Selecting a Topic and a Purpose**
- 5. Analyzing Your Audience**
- 6. Gathering Materials**
- 7. Supporting Your Ideas**
- 8. Organizing the Body of the Speech**
- 9. Beginning and Ending the Speech**
- 10. Outlining the Speech**
- 11. Using Language**
- 12. Delivery**
- 13. Using Visual Aids**
- 14. Speaking to Inform**
- 15. Speaking to Persuade**
- 16. Methods of Persuasion**
- 17. Speaking on Special Occasions**
- 18. Speaking in Small Groups**

SOFTWARE DESCRIPTIONS AND LESSONS

Take This Job and Love It *Copies CD-ROM Windows Based

Description: This program is designed to provide a comprehensive lesson to Help students learn how to succeed when starting a new job. They learn what actions will make them stand out as responsible and dependable employees and how they can prepare to advance in their careers-no matter what kind of occupation they are entering. Each part has a pre and posttest.

Lessons: Part 1: Starting Your Job

- 1. Staring Your Job**
- 2. Making the Right Impression**
- 3. New Kids Do's and Don'ts**
- 4. Expectations**

Part 2: Succeeding in Your Job

- 1. Succeeding in Your Job**
- 2. Creating Your Image**
- 3. Surviving**
- 4. Work Habits**

Part 3: Standing Out in Your Job

- 1. Standing Out in Your Job**
- 2. Preparing for the Future**
- 3. What it Takes**
- 4. Personal Attributes**

SOFTWARE DESCRIPTIONS AND LESSONS

Inspiration Networked Windows

Description: A software program that helps the students to think and learn Visually. INSPIRATION allows the student to create with tools a picture of their ideas or concepts in the form a diagram. It also provides an integrated outlining environment to help students develop ideas into organized written documents. Inspiration's combination of visual and linear thinking deepens understanding of concepts, increases memory retention, develops organizational skills and taps creativity.

When students work with visual representations of ideas, they easily see how one idea relates to the others. Learning and thinking become active rather than passive. The students discover where their deepest knowledge lies, and where the gaps I their understanding are. When the students create a visual map of ideas, they can recall the details better than if they had read a paragraph. That's because the student can see it in his or her mind.

Inspiration's outlining environment is perfect for creating structure for written documents, speeches, and plans.

Lessons:

- Concept Maps**
- Idea Maps**
- Webs**
- Storyboards**
- Language Arts Character**
- Language Arts Comparison**
- Language Arts Literary Web**

SOFTWARE DESCRIPTIONS AND LESSONS

Expert Crosswords and More

***Networked**

Description: **EXPERT CROSSWORDS AND MORE** allows students to choose between crossword and word search style games. the initial screen prompts the student to choose which game style he or she would like to play. After choosing a game style, the student may choose from over 400 individual word searches and 150 crossword puzzles. Class specific puzzles and crosswords have been created for speech.

Lessons: **Crosswords Created:**

CH1 Art of Speaking 1
 CH1 Art of Speaking 2
 CH2 Ethics
 CH3 Listening 1
 CH4 Topic and Purpose
 CH5 Analyze Your Audience
 CH6 Gather Materials
 CH7 Supporting Ideas
 CH8 Organizing Your Body
 CH9 Begin and End
 CH10 Outlining Speech
 CH11 Using Language
 CH12 Delivery
 CH13 Visual Aids
 CH14 Informative
 CH15 Persuade
 CH16 Methods
 CH17 Special Occasions
 CH18 Small Groups

VIDEO TAPES and DVDs

Great Speeches

Bush, Barbara

Churchill, Winston

Clinton, Bill

Clinton, Hillary

Eisenhower, Dwight

Ford, Gerald

Gore, Albert

Gorbachev, Mikhail

Johnson, Lyndon

Jordon, Barbara

King, Martin, Luther

Meir, Golda

Moore, Darrell

Nixon, Richard

Roosevelt, Franklin

Stevenson, Adlai

Yeltsin, Boris

Memory Skills

Speak Like a Pro

Using the Internet for Research

ADA STATEMENT

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody at 601-403-1060 or tmoodv@prcc.edu; Forrest County Center, Deborah Hewitt at 601-554-5503 or dhewitt@prcc.edu; Hancock Center, Maggie Smith at 228-467-2761 or masmith@prcc.edu. Distance Learning Students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody or Dr. Janice Poole at 601-403-1374 or jpoole@prcc.edu.

