

## Module 5-Oral Communication

### Instructions for Completing

1. Read Part 4 of the **Worksheets** section in the **Personal and Professional Development Plan** (located in the Assignments section of the Blackboard site) to get a sense of the observations and reflections that you'll be asked to complete as you work through this module.
2. Watch the Video Introduction to this module.
3. Read pages 307-309 in the **Handbook of Technical Writing**.
4. Read pages 391-401 in the **Handbook of Technical Writing**.
5. Prepare a post for the Voice Board using the following prompt as a guide:

You're the principal of the school and you are hosting a meeting for new parents. Prepare a Welcome Speech that conveys the mission, vision, and goals of your school, highlights some of your school's best features, and conveys your willingness to partner with these parents in educating their children. [NOTE: Plan your speech carefully, giving considerable thought to word choice, clarity, and an overall logical flow of information from beginning to end. Your speech should not exceed 10 minutes. This assignment is worth 100 points. You must post your speech on the Voice Board by 11:59 p.m. on June 1<sup>st</sup>.

6. Complete Part 4 of the **Worksheets** section of your **Personal and Professional Development Plan** and submit it by 11:59 p.m. on June 2<sup>nd</sup>.
7. Listen to your speech and complete the Welcome Speech Rubric located in the **Rubrics and Checklists** section of the Blackboard site and submit it by 11:59 p.m. on June 3<sup>rd</sup>.