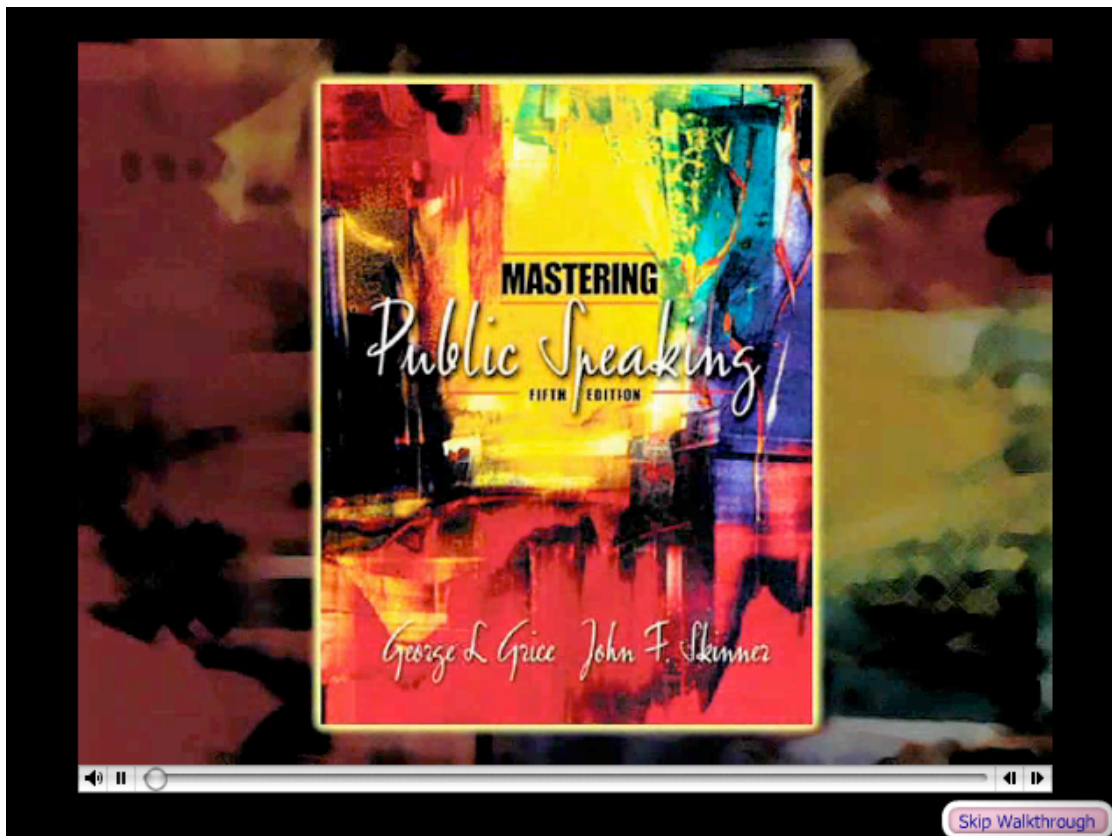


Using the *Student CD-ROM for*
Grice and Skinner Mastering Public Speaking Fifth Edition
Edward Lee Lamoureux
Bradley University

- The CD-ROM is cross-platform and should open/operate on computers using Windows or Apple operating systems including Mac OS9 and OSX and on all recent Windows operating systems.
- After inserting the disc, Mac users double click the “Public Speaking” and “OSX-Click Here” or “OS9-Click Here” icons on the desktop to open the program. Windows users double click the “Click Here” file in the “my computer/ CD-ROM drive” directory.
- Installers for QuickTime 5, both platforms, are in QT folders. If the disk won’t play, or if there is no sound, or if movies don’t play, install QuickTime Player.

Screen One: Walkthrough Movie



- Full operation instructions and illustrations are contained in the Walkthrough movie. You may return to this movie from most screens in the CD-ROM.
- You may skip the movie using the button, lower right.

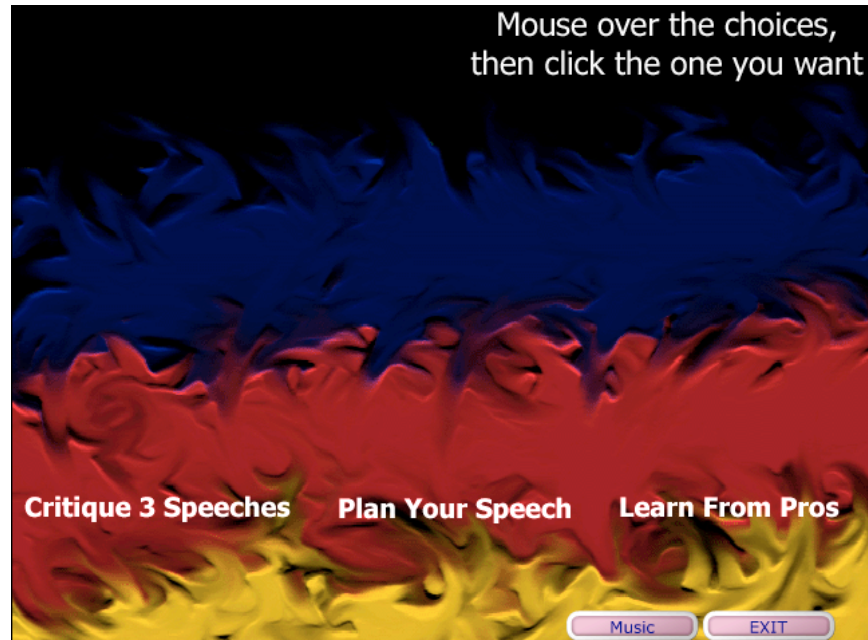
Screen Two: Introduction



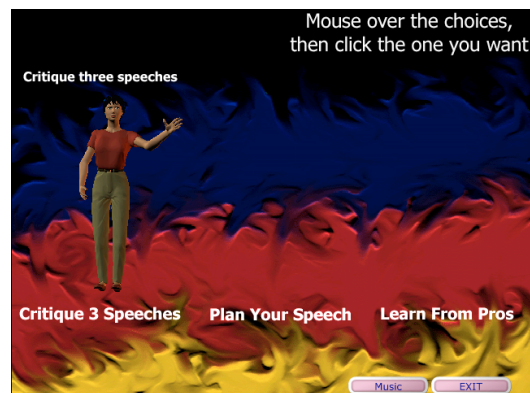
- Click “Skip Intro” button to skip intro screen
- Music toggles on/off with button

Screen Three: Chooser

- Chooser screen follows introduction screen



- “Mouse over” three choices to see spinning 3D speaker.
- Clicking the text takes user to section for critiquing speeches, for planning their speeches, or for learning by watching professional speakers.

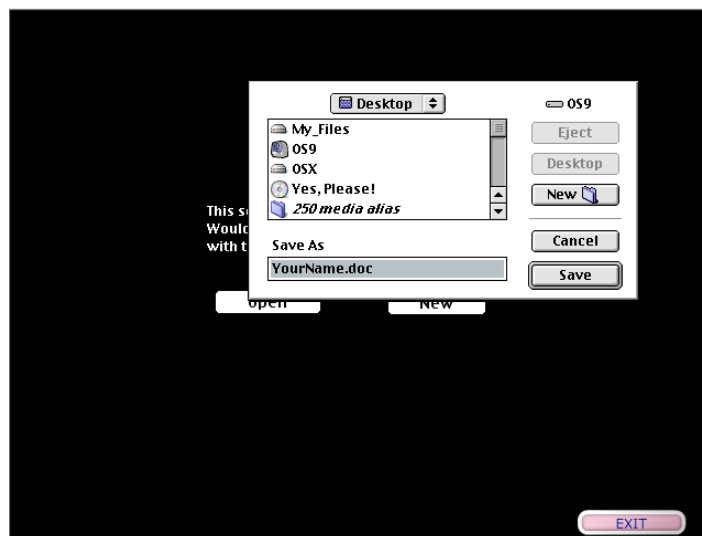


- Music button toggles music on/off. Music will stop on its own after about one minute (Choices remain active).
- Exit button moves to closing credits and exit.

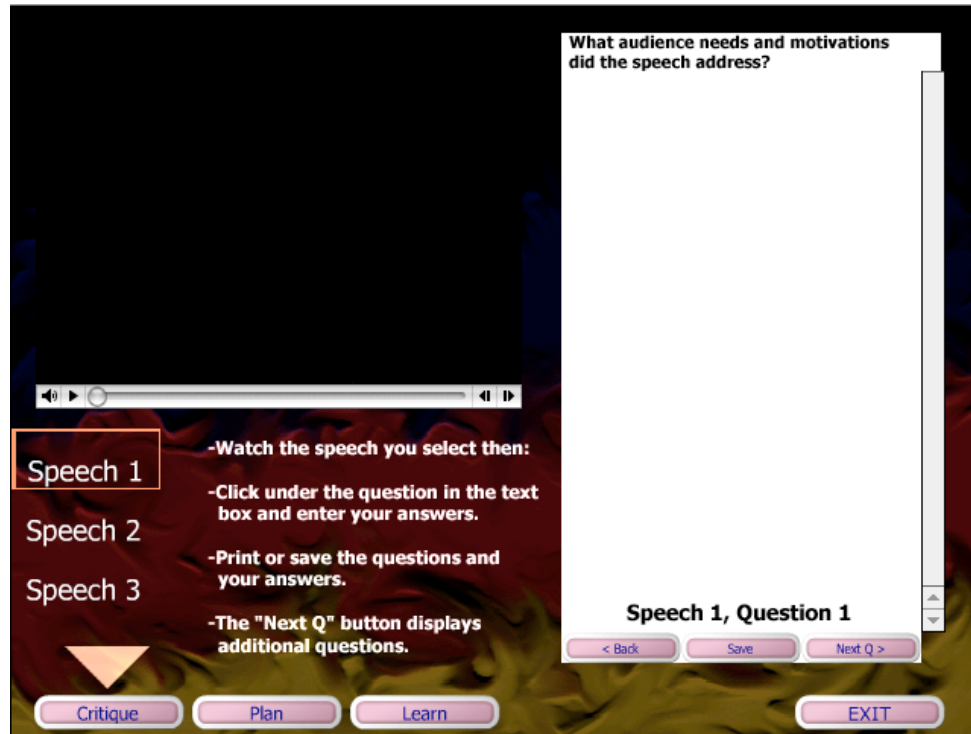
Screen Four: Log On



- The first time you run the program, click the “new” button to make and save a file.
- Dialog window will prompt for a file name and directory location (indicating where you store the file). Attend to both (remember what you name the file and where you store it).
- .doc extension will enable opening the document in Microsoft Word.
- .txt extension will enable an ASCII-type document [WordPad (Windows) or SimpleText (OS 9) TextEdit (OSX), for example].
- “Open” an existing file (you’ve previously made and saved with the CD-ROM project) by clicking the button, navigating to the file, and clicking the “Open” button.



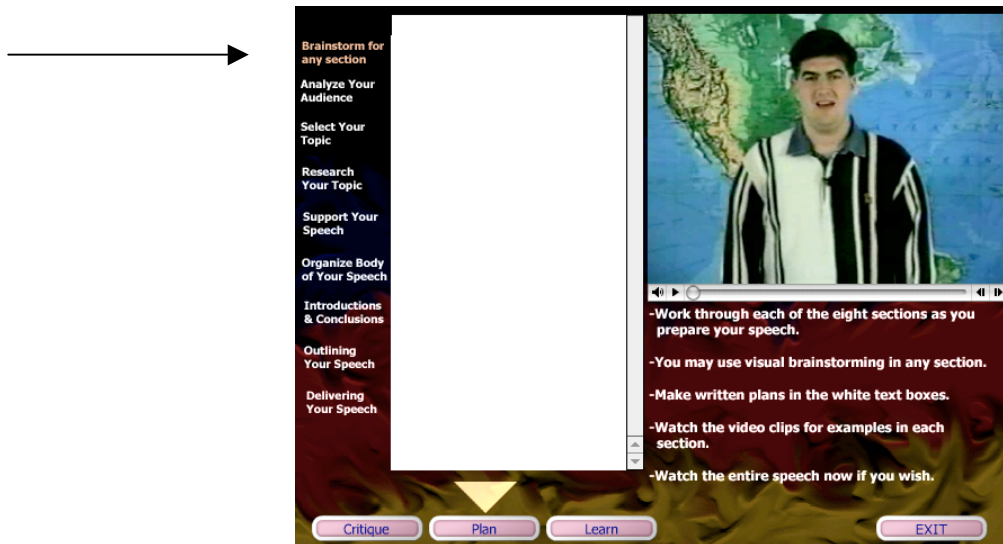
Screen Five: Critique



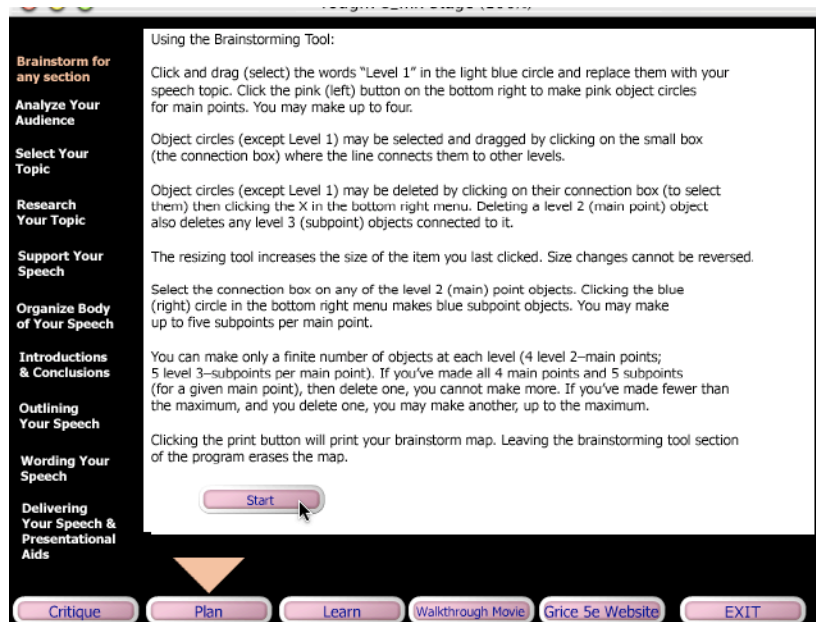
- Click the movie controller to play the speeches.
- Sections of the speeches are presented as they “match” the material covered by the questions.
- Answer each question by typing into the text box under the question.
- Advance to Next Q> and type answers
- There are questions for each speech.
- Click “save” to save file. Next time you use the program, you can open this file (which will insert the answers so far completed into the CD-ROM interface) or you can create a new file (which presents a project cleared of answers).
- Saving to file enables printing (the saved file can be open and printed via the user’s word processing software).
- The saved file lists ALL questions in the program as well as any answers the user has entered.

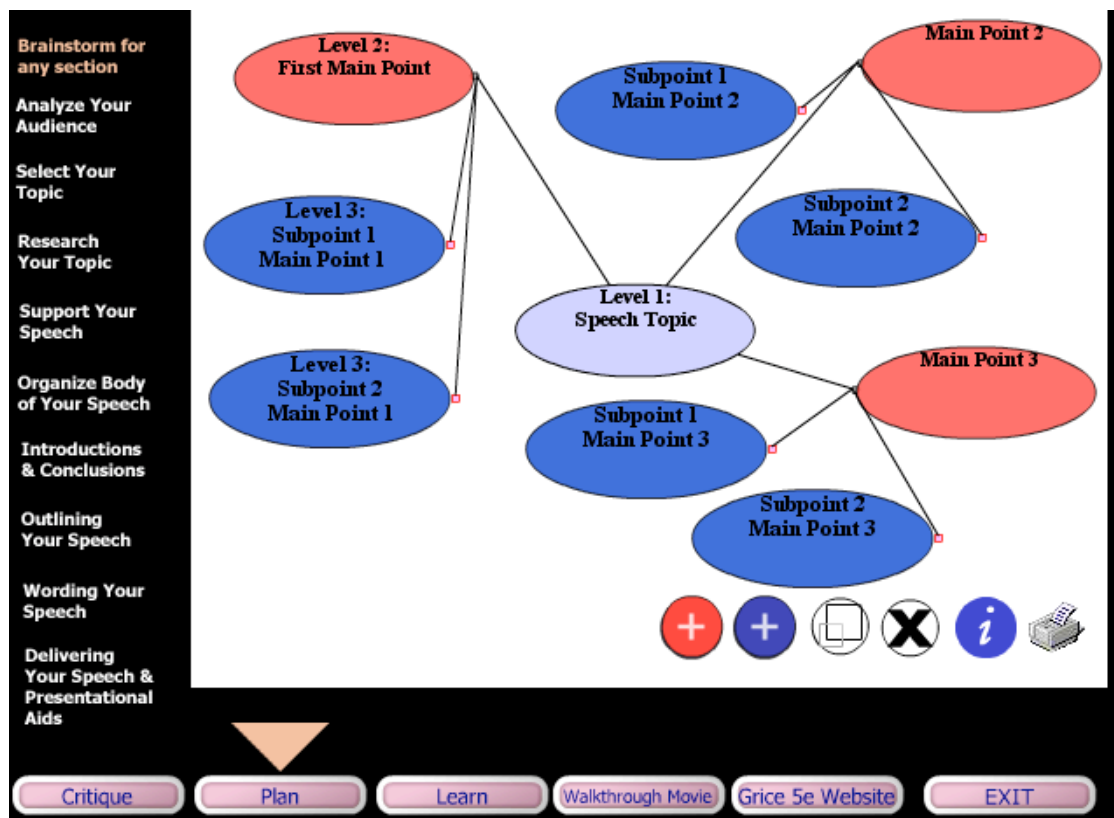
Screen Six: Brainstorming

- The brainstorming tool is accessed via the “Plan” screen. It is the top choice on the left menu of that page.



- The tool can be invoked at any time the user is in the “Plan” section.
Tool opens with instructions. Clicking the “Start” buttons moves you to the tool itself.





Using the Brainstorming Tool:

- Click and drag (select) Level 1 in the light blue circle and replace it with the your speech topic.
- Click the pink (left) button on the bottom right to make pink object circles for main points. You may make up to four.
- Object circles (except Level 1) may be selected and dragged by clicking on the small box (the connection box) where the line connects them to other levels.
- Object circles (except Level 1) may be deleted by clicking on their connection box (to select them) then clicking the X in the bottom right menu.
- Deleting a level 2 (main point) object also deletes any level 3 (subpoint) objects connected to it.
- Select the connection box on any of the level 2 (main) point objects. Clicking the blue (right) circle in the bottom right menu makes blue subpoint objects. You may make up to five subpoints per main point.
- You can make only a finite number of objects at each level (4 level 2 –main points; 5 level 3–subpoints per main point). If you’ve made all 4 main points and 5 subpoints (or a given main point), then delete one, you cannot make more. If you’ve made fewer than the maximum, and you delete one, you may make another, up to the maximum.
- Clicking the print button will print your brainstorm map.
- Leaving the brainstorming tool section of the program erases the map.

Screen Seven: Plan

Brainstorm for any section

Analyze Your Audience

Select Your Topic

Research Your Topic

Support Your Speech

Organize Body of Your Speech

Introductions & Conclusions

Outlining Your Speech

Delivering Your Speech

Click here, then prepare your audience analysis

Heath does not directly confront his audience with his analysis of them. Instead, he uses what he learned about their:

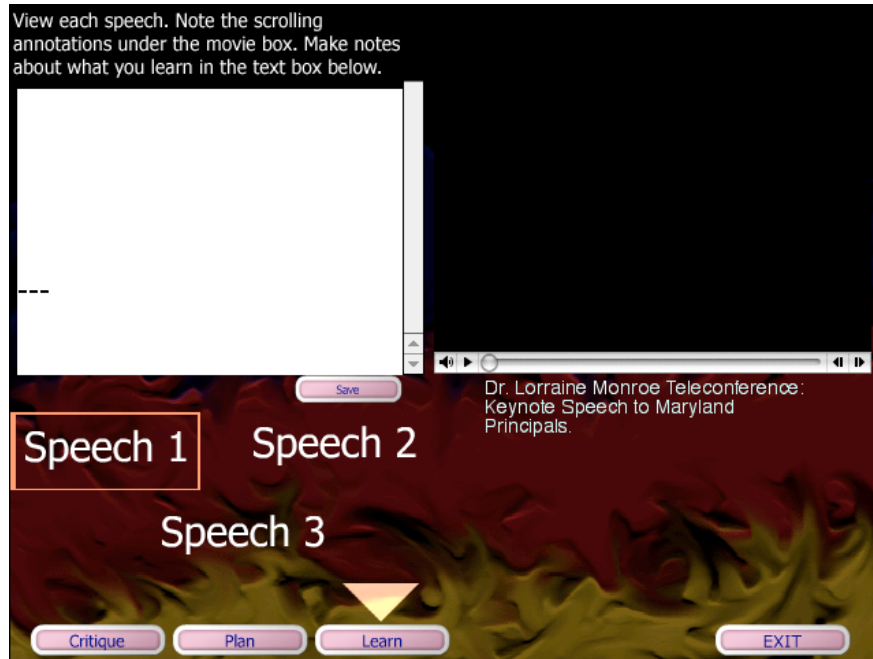
- demographics (that they are like the people he researched)
- psychographics (that many of them may worry about body image) and
- needs (to solve image problems without resort to surgery)

in his personalized introduction.

Critique Plan Learn EXIT

- Select one of the eight sections in the left menu.
- Pedagogy about the topic appears under movie box.
- Speech sections appear for viewing.
- Type text within the text box to answer questions.
- Save as needed.

Screen Eight: Learn from Professional Speakers



- Select from the three speeches
- Speech 1 is a 30 minute speech by Dr. Lorraine Monroe. The original recording was made on the receiving end of a teleconference, so there are some lag effects visible from the original transmission.
- Learning prompts will appear just under the movies as they progress.
- Users may type notes (about the speech itself and/or about what they've learned) in the text box. The save function works as with the previous sections.

Screen 8: Exit

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- Credits run about 30 seconds.
- Skip the credits (if you wish) by clicking the mouse anywhere on the credits. The program will exit/end.