Contents

Introduction xi
The Michigan Corpus of Academic Spoken English (MICASE)
Notes to the Instructor

Unit 1 Giving an Introduction Speech 1
Sizing Up Your Audience
Clarifying Your Purpose
Organizing Your Speech
A First Look at Linking Words: Time Connectors
Organization Indicator Statements
Beginning Your Speech
Concluding Your Speech
Nonverbal Behavior
Supplementary Materials
  Pronunciation: Pausing
  Introducing Colleagues at Conferences and Seminars

Unit 2 Describing an Object 25
Organization
Pointing with Words
Nonverbal Behavior: Pointing with Your Hands
Describing an Object
Statements of Purpose
Organization Indicator Statements
Making Visual Aids
Checking for Understanding
Supplementary Materials
  Pronunciation: Stress
  Giving a Tour
  Planning Your Tour

Unit 3 Explaining a Process or Procedure 59
Introductions to Process Speeches
Organizing the Process: Linking Words
Explaining the Process: Tense, Voice, the Imperative
Using Modals in Process Speeches
Checking for Understanding
Asking for Questions
Supplementary Materials
Pronunciation: Intonation
Giving an Instructions Speech
Examples of Cleft Sentences Using What

Unit 4 Defining a Concept  88
Developing or Extending a Definition
Opening a Definition Speech
Formal Definitions
Defining Additional Terms
Using Transparencies with Outlines
Let me (lemme)
Interrupting the Speaker
Supplementary Materials
  Pronunciation: Intonation and Noun Phrases
  Gestures
  Improving Hand Gestures

Unit 5 Giving a Problem-Solution Speech  119
Strategies to Signal Problems or Disadvantages
Strategies to Signal a Solution
Listing
Speaking to Persuade: Providing Evidence
Revealing Disadvantages to Your Solution
Hedging: Qualifying Your Claims
Concluding Your Speech
Providing an Overview or Outline Summary
Making a Transparency to Accompany an Overview
Ways to Critique a Solution
Supplementary Materials
  Pronunciation: Unstressed Words, Unstressed Syllables
  Additional Work with Problem-Solution Speeches
  Full Script of “Are Curfews a Solution to Juvenile Crime?”

Unit 6 Putting It All Together  152
Taking a Position
Comparison and Contrast
Narration
Supplementary Materials