Please complete this inventory for each unique course you are teaching this semester.

**Definition of an oral communication assignment?**

1. Please list all the courses you are teaching this semester *in which an oral communication assignment is required*.

<table>
<thead>
<tr>
<th>Course A</th>
<th>Course 4 Digit Code</th>
<th>Number of Sections of this Course You are teaching this semester</th>
<th>Undergraduate or Graduate (if graduate, a message should pop up stating they should fill out the graduate version, with the link)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3 letter abbreviation, ENG, FIN)</td>
<td>(Drop down pre-populated menu?)</td>
<td>(Please use numbers from 0 to 9)</td>
<td>Require a response</td>
</tr>
<tr>
<td>Drop down pre-populated menu?</td>
<td>Require a response</td>
<td>Open-ended Require a response?</td>
<td></td>
</tr>
</tbody>
</table>

| Course B... | |

2. How many oral communication assignments are required for Course A? [Open-ended, Please enter a numerical value]

   ___ Individual assignments
   ___ Group assignments

3. For the assignments you listed in question 2, how many of them are *optional* or for *extra credit*? [open-ended, Please enter a numerical value]

   ___ Individual assignments
   ___ Group assignments

4. For the assignments you listed in question 2, how many of them are presented:

   ___ In front of the entire class
   ___ In small groups to fellow students
   ___ Other: please explain
5. What type(s) of specific criteria or objectives do you provide to students in preparation for the oral communication assignment? Check all that apply.

☐ Maintaining eye contact  ☐ Using appropriate language
☐ Persuasive: convince the audience  ☐ Argumentation or Debate
☐ Role-playing  ☐ Sales/marketing
☐ Negotiation, bargaining, or mediation
☐ Other: please explain

6. What types of support is provided to students in order to help them prepare for their oral communication assignment? Check all that apply.

☐ Instructor models how the assignment should be done
☐ Students are provided class time to practice or prepare
☐ Exemplary video- or audio-recording of students from prior classes or external sources

7. What types of audiovisual materials are students expected to use? Check all that apply.

☐ PowerPoint
☐ Overhead transparencies
☐ Black or white boards, or SmartBoards
☐ Posters, drawings, photographs or maps
☐ Handouts
☐ Audiorecordings or streaming audio
☐ Models or specimens
☐ Flow charts or graphs
☐ Videorecordings or streaming video
☐ Blackboard or Internet web-sites
☐ Content-specific technology (i.e., microscope, statistical packages)
☐ Other: please explain

If you require INDIVIDUAL oral communication assignments, please answer questions XX – XX.

8. What is the time range (in minutes) required for each INDIVIDUAL oral assignment?

<table>
<thead>
<tr>
<th>Time Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minutes or less</td>
</tr>
<tr>
<td>6-8 minutes</td>
</tr>
<tr>
<td>9-11 minutes</td>
</tr>
<tr>
<td>12 minutes or more</td>
</tr>
</tbody>
</table>
Oral Communication Assignments Inventory – Undergraduate Version

No time limit is specified

7b. If a student is about to exceed the time limit, are they:
   ___Allowed to continue
   ___Given additional time
   ___Expected to end their presentation

9. What is the type or purpose of the INDIVIDUAL oral communication assignment? Check all that apply.

   - Narrative: tell a story
   - Demonstration: how something works or is done
   - Informative: educate the audience
   - Persuasive: convince the audience
   - Argumentation or Debate
   - Negotiation, bargaining, or mediation
   - Role-playing
   - Sales/marketing presentation
   - Other: please explain

10. What are the mode(s) of delivery required for INDIVIDUAL oral communication assignments? Check all that apply.

   - Impromptu: students are asked to speak with little time to prepare
   - Extemporaneous: delivered without help of a written text
   - Manuscript: based on a written-out text

11. Does the INDIVIDUAL oral communication assignment include fielding questions or comments from the audience?
   - Yes
   - No

10b. Is the INDIVIDUAL expected to address questions and comments:
   ___Throughout the presentation
   ___During designated q & a periods
   ___Does not apply

12. Are the INDIVIDUAL oral communication assignments video- or audi-taped?
   - Yes
   - No

11b. How are the recordings used?
13. What type of feedback do you provide to INDIVIDUAL oral communication assignments?

☐ Written comments  ☐ Oral comments  ☐ Graded
☐ Feedback using a rubric  ☐ Other: please explain  ☐ No feedback
☐ Audience feedback

If you require GROUP oral communication assignments, please answer questions XX – XX.

14. What is the time range (in minutes) required for each GROUP oral communication assignment?

<table>
<thead>
<tr>
<th>Time Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minutes or less</td>
</tr>
<tr>
<td>6-8 minutes</td>
</tr>
<tr>
<td>9-11 minutes</td>
</tr>
<tr>
<td>12 minutes or more</td>
</tr>
<tr>
<td>No time limit is specified</td>
</tr>
</tbody>
</table>

14b. If a GROUP is about to exceed the time limit, are they:

☐ Allowed to continue
☐ Given additional time
☐ Expected to end their presentation

15. What is the type or purpose of the GROUP oral communication assignment? Check all that apply.

☐ Narrative: tell a story
☐ Demonstration: how something works or is done
☐ Informative: educate the audience
☐ Persuasive: convince the audience
☐ Argumentation or Debate
☐ Negotiation, bargaining, or mediation
☐ Role-playing
☐ Sales/marketing
☐ Other: please explain

16. What mode(s) of delivery are required for GROUP oral communication assignments? Check all that apply.

☐ Impromptu: students are asked to speak with little time to prepare
☐ Extemporaneous: delivered without help of a written text
☐ Manuscript: based on a written-out text

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Spring 2007
17. Does the GROUP oral communication assignment include fielding questions or comments from the audience?
☐ Yes ☐ No

16b. Are the GROUPS expected to address questions and comments:
☐ Throughout the presentation
☐ During designated q & a periods
☐ Does not apply

18. Are the GROUP oral communication assignments video- or audio-taped?
☐ Yes ☐ No

17b. How are the recordings used?

19. What type of feedback do you provide to GROUP oral communication assignments?
☐ Written comments ☐ Oral comments ☐ Graded
☐ Feedback using a rubric ☐ Other: please explain ☐ No feedback
☐ Audience feedback ☐

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