

## Student Instructions for COM 1400 CBE

Questions about this CBE should be directed to Dr. Teresa Plummer at [plummert@mtc.edu](mailto:plummert@mtc.edu)

The Credit by Exam (CBE) for COM 1400 (Oral Communication) has three parts:

1. **Written Test** - You will take a multiple-choice and true/false test at the testing center.
2. **Speech Outline** – You will create a preparation outline for the speech you will give in Part III. The outline will be submitted through Brightspace.
3. **Recorded Speech** – You will give an extemporaneous-style speech and record it in front of a live audience. Your audience must include at least 5 people who are age 14 or older.

The textbook used for the course is Exploring Public Speaking by Tucker et al. Here is a link: [Exploring Public Speaking: Edition 4.2](#)

**The speech and outline must be uploaded within seven calendar days after completing the written portion of the CBE. Because a live audience is required, do not complete the written portion of the exam until you have arranged an audience for your speech.**

Detailed information for each portion of the CBE is provided below.

**Written Test:** All questions on the written test are taken directly from the COM 1400 textbook. The exam consists of 80 multiple-choice and true/false questions. A study guide will be provided to help you prepare; however, it may not cover every topic or detail included on the test. This portion of the CBE is 40% of your grade.

**Speech Outline:** The outline must be written as a complete sentence preparation outline. The text includes detailed instructions for creating this type of outline, and examples can be found beginning on page 261. This portion of the CBE is 10% of your grade.

**Recorded Speech:** The speech must be delivered and recorded before a live audience of at least five individuals who are 14 years of age or older. The camera should be positioned to capture the speaker from the waist up while also including the audience in the frame. The recording must be continuous and unedited; speeches may not be pieced together or altered in post-production. This is an extemporaneous speech, requiring thorough preparation with only

minimal use of notes. The speaker must remain standing throughout the presentation. Please make every effort to create a professional speaking environment for the recording. A 10% penalty will be assessed for each missing audience member.

This speech should be informative in nature and between 4–8 minutes long. You may choose any topic of your interest. The speech must include research from credible sources, with citations incorporated both verbally during the presentation and on a separate References page. In addition, at least one visual aid is required to support your presentation. The speech portion of the CBE is 50% of your grade.

A score of 70% is required to pass the CBE.

**ANY USE OF ARTIFICIAL INTELLIGENCE (AI) WILL RESULT IN A FAILING GRADE FOR THE EXAM.**

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