

MICHIGAN TEST FOR TEACHER CERTIFICATION (MTTC)

TEST OBJECTIVES FIELD 004: SPEECH

Subarea	Approximate Percentage of Questions on Test
Elements of Communication	18%
Interpersonal Communication	14%
Group Communication	14%
Public Communication	17%
Mass Communication	17%
Performance Arts	20%

ELEMENTS OF COMMUNICATION

Understand the characteristics and functions of the human communication process.

Includes recognizing the functions and purposes of communication among people; analyzing the elements of communication (e.g., source, encoding/decoding, channel, feedback); recognizing the roles and characteristics of senders, receivers, and messages in various contexts; adjusting message elements to achieve specific goals; analyzing the use of denotation and connotation in the communication of messages; recognizing the characteristics and influences of internal and external variables on messages; and recognizing the contextual importance of cultural, social, economic, and historical factors.

Understand the principles of listening for, comprehending, and interpreting messages.

Includes differentiating between hearing and listening; recognizing characteristics of listening skills for different purposes; identifying and analyzing appropriate listening strategies for comprehension and interpretation of messages; recognizing the characteristics of listening barriers and their effects on message comprehension and interpretation; developing strategies for overcoming listening barriers; and analyzing the relationship between listening and factors that influence personal point of view (e.g., gender, culture, socioeconomic background, education).

Understand the similarities and differences between speech communication and the other language arts.

Includes comparing and contrasting the language arts of speaking, listening, viewing, reading, and writing; recognizing ways in which the language arts influence one another; and integrating speech into reading, writing, viewing, and listening activities.

TEST OBJECTIVES

FIELD 004: SPEECH

Understand the elements, functions, and relationships of verbal and nonverbal communication.

Includes identifying types, characteristics, and functions of verbal cues (e.g., word choice, vividness of expression, clarity); identifying types, characteristics, and functions of nonverbal cues (e.g., space, body language, gestures, vocal tone and emphasis); recognizing cultural factors that may affect message delivery and comprehension; recognizing and interpreting discrepancies between verbal and nonverbal cues during message delivery; and analyzing how interpretations of verbal and nonverbal messages may vary.

Analyze principles of ethical communication.

Includes understanding the importance of ethical communication in diverse communication contexts; applying ethical standards to evaluate public communication (e.g., advertisement analysis, response to political speakers, the decision-making process in business meetings); applying ethical standards in the selection of evidence and in reasoning for personal communication; applying questioning principles or other devices of communication inquiry to help discover fallacies; recognizing factors that may reveal potential bias in the presentation of information; and recognizing that people should be responsible users of language (e.g., citing sources accurately, using noninflammatory language, not plagiarizing, accepting cultural differences).

INTERPERSONAL COMMUNICATION

Understand theories and principles of interpersonal communication.

Includes defining intrapersonal communication and its relationship to interpersonal communication; identifying elements of interpersonal communication (e.g., similarity, open-mindedness, self-concept, sensitivity) and evaluating their effects on the communication process; employing strategies for establishing and sustaining interpersonal communication (e.g., receptivity, empathic listening); recognizing various forms of feedback (e.g., understanding, supportive, probing); analyzing methods of expressing feelings and ideas; and recognizing methods of conflict resolution (e.g., considering point of view, using confirming techniques, delaying response, reaching compromise).

Understand the characteristics and processes of one-to-one communication.

Includes identifying elements and purposes of one-to-one communication (e.g., relationship-building, companionship, persuasion); using strategies for the expression of agreement and disagreement in various situations; analyzing the role of self-disclosure; adapting listening style (e.g., critical, appreciative, discriminative, comprehensive, therapeutic) according to the situation; analyzing the effectiveness of messages delivered in different styles; and recognizing and responding to contextual cues for appropriate language choice.

TEST OBJECTIVES
FIELD 004: SPEECH

Analyze factors that influence interpersonal communication, including culture and environment.

Includes analyzing how socioeconomic, cultural, religious, racial, and gender factors may affect interpersonal communication and the interpretation of messages; evaluating ways in which nonverbal cues in communication (e.g., distance, eye contact, touch) may be affected by these factors; contrasting agreement and non-disagreement in various conversational situations; and interpreting the influence of culture on messages.

Understand interviewing strategies and skills.

Includes identifying types and characteristics of interviews (e.g., employment, research, media); analyzing the interpersonal relationship between the interviewer and interviewee in various contexts; and applying strategies for participating in interviews as interviewer and interviewee (e.g., role playing, preparing questions in advance, directing conversation, controlling nervousness, using appropriate listening skills).

GROUP COMMUNICATION

Understand the principles of group communication.

Includes identifying the types, characteristics, and purposes of group communication; recognizing positive and negative factors that affect group discussion (e.g., cohesiveness, subgroups, individual agendas); and evaluating the effects of physical environments on group discussions.

Understand the roles and functions of the individual in group communication.

Includes identifying the roles and functions of the individual in group discussions of various types; recognizing positive and negative behaviors of individuals in groups (e.g., active listening, paraphrasing for comprehension, forcing false consensus, creating distractions) and applying strategies for responding to these behaviors; and analyzing the effects of individual behaviors on group discussions.

Understand the roles and responsibilities of leadership in group communication.

Includes recognizing the importance of leadership roles in various settings (e.g., informal social group, formal service organization); identifying the responsibilities of group leaders; recognizing types and characteristics of leadership styles; and analyzing the effects of various leadership approaches on group discussions.

TEST OBJECTIVES
FIELD 004: SPEECH

Understand the processes of group decision making, consensus building, conflict resolution, and complementary techniques of group discussion.

Includes recognizing the process of decision making; identifying developmental stages of groups; identifying and using communication strategies (e.g., empathic listening, objective feedback) that promote consensus building and group decision making; applying methods of conflict resolution within groups; and identifying complementary group decision-making techniques (e.g., brainstorming, role playing, visualizing nominal method).

PUBLIC COMMUNICATION

Apply audience analysis to public communication.

Includes applying principles of demographic analysis to specific audiences; applying principles of situational analysis to specific audiences; understanding the use of audience analysis in speech criticism; and understanding strategies to adapt language, structure, and evidence to hostile or critical audiences.

Understand the planning, preparation, and organization of speeches.

Includes identifying characteristics of speech types (e.g., informative, persuasive, entertaining); choosing speech strategies and topics based on the intended audience; researching and gathering relevant subject information and supporting evidence (e.g., statistics, examples, testimony); selecting and developing appropriate visual aids (e.g., charts, slides, multimedia); applying the principles of logical outlining; applying effective techniques for developing introductions and conclusions; and evaluating different types of organizational patterns (e.g., chronological order, compare and contrast, problem-solution).

Apply skills in speech delivery and critique.

Includes identifying characteristics of speech delivery methods (e.g., manuscript, memorized, impromptu, extemporaneous); recognizing the effects of verbal and nonverbal cues on speech delivery (e.g., gestures, vocal variety); recognizing various strategies for overcoming speech anxiety; identifying elements of constructive feedback (e.g., citing specific examples, using objective language, offering concrete suggestions for improvement); developing standards for objective self-evaluation; and adapting delivery styles based on feedback.

TEST OBJECTIVES
FIELD 004: SPEECH

Understand the principles of argument and the formats of debate, including effective reasoning and use of evidence.

Includes recognizing the characteristics of different debate formats (e.g., traditional, cross-examination, Lincoln-Douglas); identifying elements of debate (e.g., proposition, burden of proof, issues, presumption); recognizing the importance of ethics; applying effective reasoning; using strategies for constructing a logical argument (e.g., induction, deduction); evaluating the effectiveness of various types of evidence in supporting a proposition; and identifying fallacies in an argument.

Understand application of communication in business and professional contexts.

Includes selecting and applying the principles of parliamentary procedure to diverse business and professional contexts; demonstrating operational knowledge of diverse audiovisual components (e.g., transparencies, projectors, video equipment, computer-generated visuals); understanding principles of agenda development and coordination of meetings; and understanding the effects of organizational structures on communication behaviors.

MASS COMMUNICATION

Understand the elements of mass communication, including audience, method, feedback, and regulation.

Includes identifying the characteristics of mass communication (e.g., intended audience, method of message delivery, feedback process) and their functions; comparing the uses of various types of mass media (e.g., Internet, print media, radio, television/film); recognizing the role of government in regulating mass media; and identifying laws that affect mass media (e.g., the First Amendment, libel and slander, truth in advertising) and their implications.

Understand strategies for evaluating mass media messages.

Includes identifying purposes of mass media messages (e.g., entertain, persuade, inform); recognizing various types of appeals used in advertising (e.g., testimonial, bandwagon, glittering generality); recognizing strategies for analyzing media messages based on various factors (e.g., content, nonverbal cues, objectivity); and evaluating standards and ethics related to mass media.

Understand the uses of mass communication, including the influence of mass media on society.

Includes recognizing the role of mass media in the shaping of cultural norms; identifying the influences of mass media on politics; analyzing the effects of mass communication on public attitudes and expectations; and identifying the influences of the mass media on the social and educational development of children and adolescents.

TEST OBJECTIVES
FIELD 004: SPEECH

Understand the elements of radio and television broadcasting.

Includes identifying the types and characteristics of radio and television broadcasts (e.g., drama, news, advertising); recognizing the effects of presentation style on the message; selecting appropriate methods of presenting information on radio or television; and identifying strategies for effective verbal and nonverbal communication via radio and television broadcasting.

Understand the principles of radio and television production.

Includes identifying types and characteristics of radio and television programming (e.g., public, independent, network); identifying characteristics of the creative stages of radio and television program production (e.g., concept, script, casting); and identifying the technical aspects of production (e.g., sound, camera angles, staging) and evaluating their effects on the audience.

PERFORMANCE ARTS

Understand the principles of vocal production.

Includes identifying the anatomical structures used in the production of speech and their functions; recognizing vocal characteristics (e.g., volume, pitch, rate, vocal tone and emphasis) and their effects on messages; evaluating the effects of pronunciation and articulation on messages; and identifying strategies for improving vocal style.

Understand elements of oral interpretation.

Includes identifying the purposes of oral interpretation; identifying types of materials suitable for oral interpretation (e.g., prose, poetry, drama); recognizing methods of preparing materials for oral interpretation; comparing oral interpretation with other forms of performance; and recognizing the relationships of the oral interpreter to the literature and to the audience.

Understand techniques of oral interpretation.

Includes recognizing the differences between the interpreter and the actor; recognizing the demands of characterization, narration, visualization, suggested movement, and vocal performance; and recognizing the role of critical listening in the evaluation of oral interpretation presentations by oneself and others.

TEST OBJECTIVES
FIELD 004: SPEECH

Understand the principles of theatre and drama.

Includes recognizing the relationship between theatre and art; identifying the basic elements of theatre performance (e.g., acting, directing, producing, designing); and analyzing basic characteristics of various dramatic forms (e.g., comedy, tragedy).

Understand the principles of acting.

Includes recognizing characteristics of various acting methods; identifying methods of characterization; applying strategies for the development of acting performance (e.g., concentration, voice production, movement, memory); and analyzing the relationship between movement and characterization.

Understand the principles of theatrical production.

Includes identifying the principles and steps of theatrical production; recognizing the importance of appropriate stage direction; and recognizing the effects of stage design, lighting, and sound on a production.