

SpeechPlanner

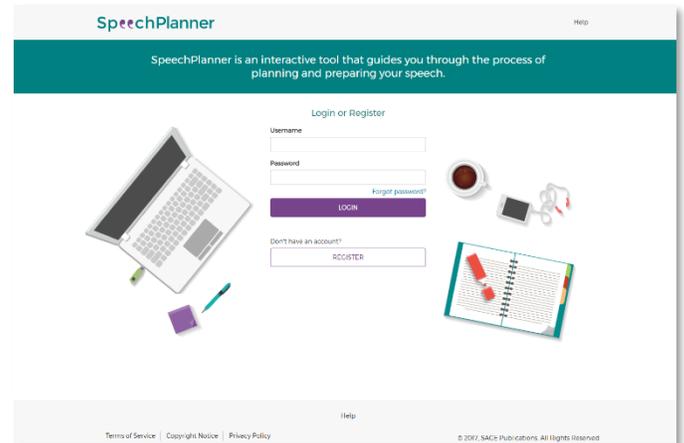
Student FAQ

How do I log in and register for access to SpeechPlanner?

Students and instructors both access SpeechPlanner at www.sagepub.com/speechplanner using a unique username and password. Students are required to register using the access code included inside the SpeechPlanner access card.

Don't lose your registration code! We recommend that you hold onto your access card throughout the duration of your course in case you encounter problems accessing the SpeechPlanner product.

Instructors will receive registration information from a SAGE sales representative.



Student Registration Steps:

1. Go to www.sagepub.com/speechplanner and click on the **Register** button below the login button to complete the registration process.
2. After you enter your **email address** on the first page of the registration process, click the **Next** button.
3. On the next registration page, enter your first and last name, enter the **registration code** or access **code** provided on the inside of the **SpeechPlanner** access card you purchased, select a **username** and **password**, and enter your institution name.
4. After you register, you can log in with the **username** and **password** you created.
5. This individual registration code can only be used by one person and will allow you access to **SpeechPlanner** for a period of 180 days after registration. If the seal on the access card was broken when you **received** it, the registration code may no longer be valid. If you bought a new copy, please return it to your place of purchase for an exchange or refund.

What are the system requirements?

You can access SpeechPlanner by using a Web browser.

Online Access Browsers: Google Chrome 32+, Firefox 27+, Internet Explorer 10+, Safari 6+

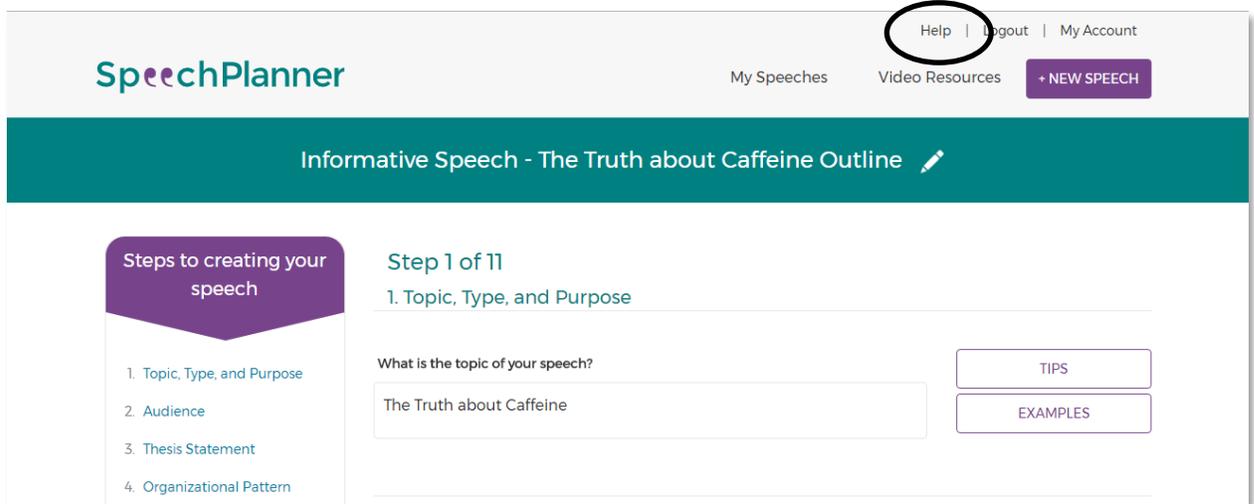
Speakers or headphones are required for audio and video playback.

Can I use SpeechPlanner on a tablet or mobile device?

Yes! SpeechPlanner's responsive design is fully accessible on tablets and smartphones.

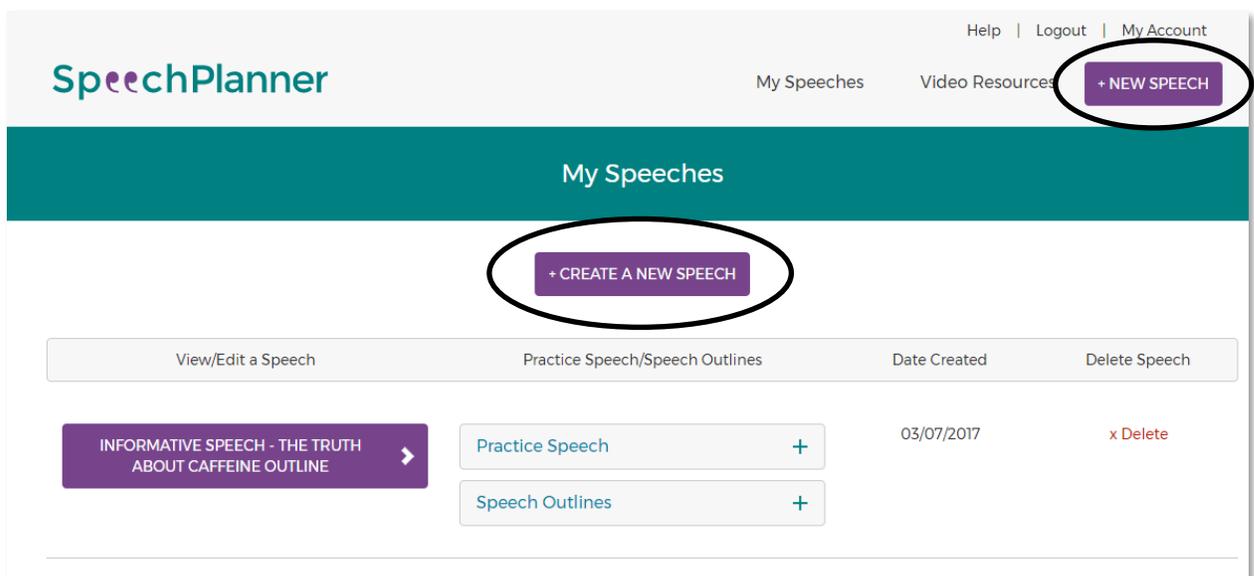
How do I find Help or Technical Support?

1. Click the **Help** link on the top right corner of the site for more online support documents and additional resources offering guidance on using SpeechPlanner.
2. For further assistance, please contact Technical Support at supplements@sagepub.com.



How do I create a speech?

1. Click on the **+ NEW SPEECH** button in the horizontal navigation to create a new speech. You can also add a new speech from the **+ CREATE A NEW SPEECH** button on the My Speeches page.



2. On the **Create a new speech** page, enter the new speech title, the date when the speech is to be presented (by typing in the date or using the pop-up calendar), and then hit the **CREATE SPEECH** button below the title and date.

Create a new speech

Creating your speech
Please give your speech a name and click "Create Speech". You will then be guided through the speech creation.

Speech Name

Speech Date

CANCEL CREATE SPEECH

3. After hitting the **Create Speech** button, SpeechPlanner navigates to **1. Topic, Type, and Purpose**, the first step in preparing a speech.
4. Users may edit the speech title or delivery date at any point by clicking on pencil icon next to the speech title at the top of the page.

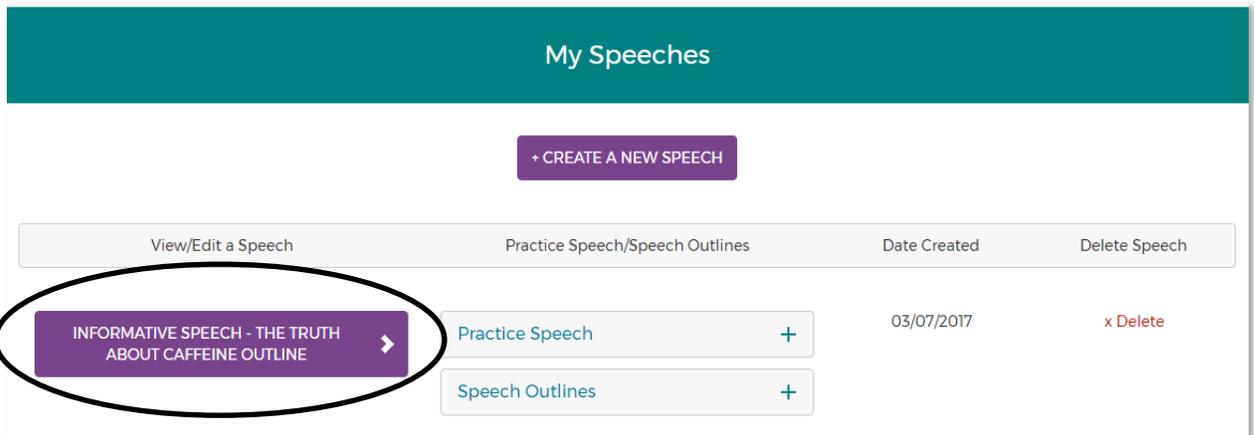


How do I find a speech that I already created?

1. Click on **My Speeches** at the top of the left menu to return to the main list of speeches



2. In the main **My Speeches** view, users can click on the purple button containing the speech title to begin working on that speech. Users will automatically return to the last step accessed.

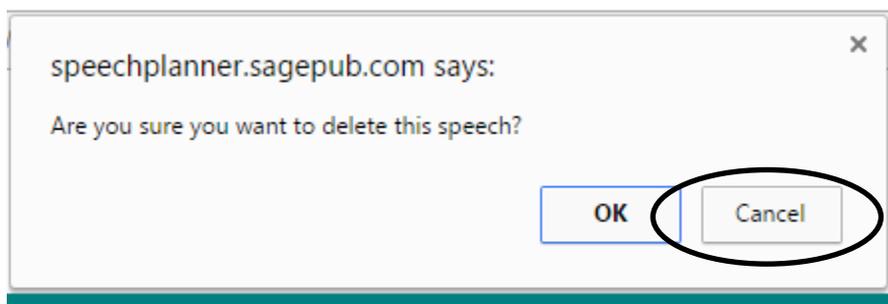


How do I delete a speech?

1. Return to the main **My Speeches** menu and then click on **x Delete** link on the right.



2. Users will see a prompt to confirm (click **OK**) that they want to delete the speech. If not, click **Cancel** to keep the speech intact.



What is the Step-by-Step approach of SpeechPlanner?

1. SpeechPlanner walks users through 11 steps of speech preparation. The 11 steps appear in a vertical navigation menu on the left side of the screen. Links for active and completed steps appear in blue while incomplete steps remain grey. Users can jump between completed steps by clicking on various blue links.

The screenshot shows the 'Steps to creating your speech' interface. On the left is a vertical navigation menu with steps 1 through 4. Step 1, 'Topic, Type, and Purpose', is highlighted in blue. The main content area is titled 'Step 1 of 11' and '1. Topic, Type, and Purpose'. It contains a question: 'What is the topic of your speech?' followed by a text input field. To the right of the input field are two buttons: 'TIPS' and 'EXAMPLES'.

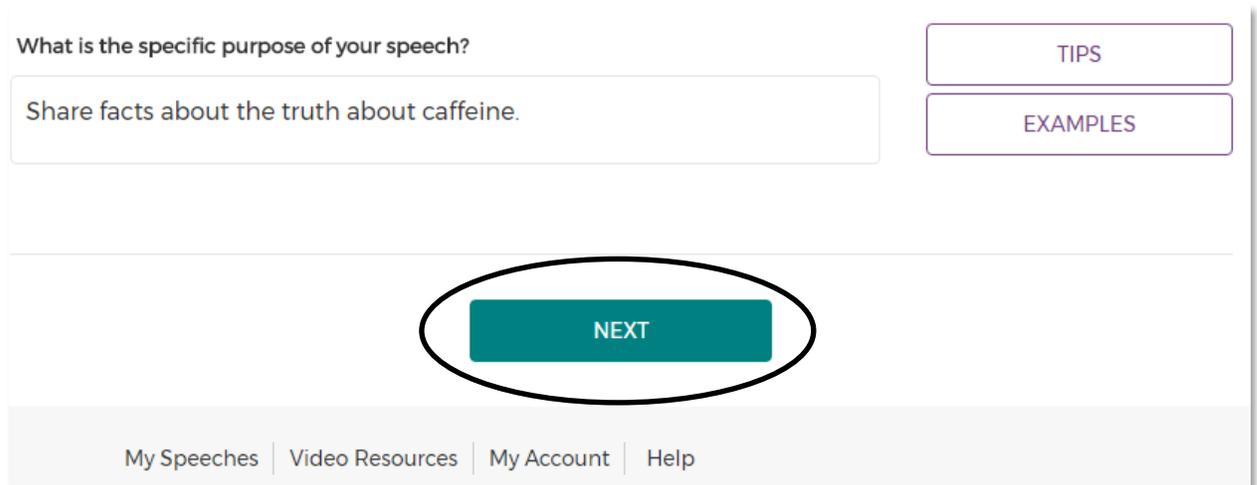
2. Each step is contained on a single web page and includes a series of questions with a textbox or radio buttons. Users respond to each question by entering text in the textbox or selecting a radio button.
3. **Tip** and **Examples** buttons accompany each question within a step. **Tips** offer advice on best practices in preparing and organizing a speech, while **Examples** offer helpful models for reference. "Tip" and "Example" buttons change to "Close" when selected.

The screenshot shows a question: 'What type of speech are you giving: informative, persuasive, or special occasion? This is called the general purpose.' Below the question are three radio button options: 'Informative Speech' (selected), 'Persuasive Speech', and 'Special Occasion Speech'. To the right of the options are two buttons labeled 'CLOSE'. Below the question and options is a grey box containing a tip: 'Tip: There are three types of general purposes: to inform, to persuade, or speaking for a special occasion. The purpose of the informative speech is to deliver new information and to increase an audience's understanding about a topic. A persuasive speech should try to alter, change, or modify an audience's attitudes, values, or beliefs about a topic. The purpose of the special occasion speech is determined by the speaking situation (funeral speech, celebrating an event or person, or to introduce yourself or someone else).' At the bottom is another grey box containing an example: 'Example: You are asked to tell a local community group about what the city is doing to help the homeless in the area. You would type, "To Inform."'

4. For additional guidance and support, the **Video Resources** link at the top left of the page offers a comprehensive collection of over 100 SAGE premium videos, including full length speeches and short clips of various speech elements.



5. After answering all questions and prompts within a step, click on the **Next** button on the bottom of the page to move forward to the next step. Users will not be able to proceed to the next step without completing all questions and prompts in the current step.



How do I save my work in SpeechPlanner?

There are no “Save” buttons to worry about! SpeechPlanner automatically saves entries for each step as users work – even if a user leaves SpeechPlanner in the middle of working on a step.

How do I edit my entries within SpeechPlanner?

Users can return to any step of any speech and change entries as needed.

Tip: Create multiple versions of speeches if you anticipate making many changes, so that you can hold onto both the original and new versions of the speech.

How do I cite References in SpeechPlanner?

1. Enter reference citations in Step 11.
2. Use the **Add another** and **Remove** buttons to add a new text box for each citation.
3. SpeechPlanner will automatically set the list of **References** in alphabetical order at the bottom of the outline.
 - a. Please note that users will not be able to enter special formatting such as *italics* directly into SpeechPlanner. Users will need to make such formatting changes in a word processor after downloading the outline document from the **My Speeches** menu.

Step 11 of 11
11. References

Cite your sources below. SpeechPlanner will automatically alphabetize them at the bottom of your outline.

I.

"Caffeine: How much is too much?" Mayo Clinic. Web. 8 Mar. 2017. <http://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/caffeine/art-2004567>.

III.

Powell, Alvin. "How Coffee Loves Us Back." Harvard Gazette. Harvard University, 28 Sept. 2015. Web. 8 Feb. 2017. <http://news.harvard.edu/gazette/story/2015/09/how-coffee-loves-us-back/>.

Remove

Add another

TIPS

EXAMPLES

4. To insert citations for your main points and subpoints in the outline, add the citations in the same main point text box entered in **Step 5** or the subpoint textbox entered in **Step 6**.

How do I view and edit the outline of my speech?

1. Click on **Speech Outlines** in **My Speeches** menu.

INFORMATIVE SPEECH - THE TRUTH ABOUT CAFFEINE OUTLINE >

Practice Speech +

Speech Outlines +

03/07/2017 x Delete

2. Users have the option to view speeches in two outline formats: as full-sentence **Main Ideas** or **Keywords**.

The screenshot shows a user interface with a purple button on the left that says "INFORMATIVE SPEECH - THE TRUTH ABOUT CAFFEINE OUTLINE" with a right-pointing arrow. To the right of this button is a "Practice Speech" button with a plus sign. Further right, the date "03/07/2017" and a red "x Delete" link are visible. Below the "Practice Speech" button is a "Speech Outlines" section with a minus sign. This section contains two sub-sections: "Main Ideas" with links for "View", "Email", and "Download"; and "Keywords" with links for "Edit", "View", "Email", and "Download".

3. The **Main Ideas** outline is automatically generated from the information entered in each Step. The **Main Ideas** outline also contains a brief header with the Title, Topic, Purpose, Thesis Statement, Audience Analysis, Presentation Aids, and References.

Informative Speech - The Truth about Caffeine Outline Outline

Title: Informative Speech - The Truth about Caffeine Outline

Topic: Automotive Industry

Purpose: Share facts about the truth about caffeine.

Thesis Statement: Discuss the beneficial effects of caffeine, the negative effects and discuss what are cor

AUDIENCE

- **Situation:** Class assignment
- **Setting:** Classroom
- **Demographics:** Students my age - 18-22, my professor - age 35
- **Attitudes:** Most people love caffeine and need caffeine in the form of coffee every morning.
- **Knowledge:** I drink coffee every day!

Introduction

- I. How many of you here consider yourself a caffeine addict?
- II. Restate thesis.
- III. Caffeine is pervasive in our society these days...
- IV. I drink 4 cups of coffee every morning!
- V. preview sentence

Body

- I. The Good News
 - A. Helps you wake up, feel more alert and increase attention spans
 - B. Contains antioxidants - shown to have cancer prevention qualities

TRANSITION: Let's start with the good news.

- II. Restate thesis.
 - A. Dependent on how much you consume

4. The **Keywords** outline feature allows users to create an abbreviated version of the full-sentence outline with a few keywords or phrases to use as prompts when presenting. In the **Edit** menu, users will find the full sentences of the speech in purple text above empty text boxes. Summarize each component of the speech in the text box with a few keywords to create a **Keywords** outline.

The screenshot shows a speech editing interface. On the left, there is a purple button labeled "INFORMATIVE SPEECH - THE TRUTH ABOUT CAFFEINE OUTLINE" with a right-pointing arrow. To its right is a "Practice Speech" button with a plus sign. Further right, the date "03/07/2017" and a red "x Delete" link are visible. A dropdown menu is open, showing "Speech Outlines" with a minus sign. Under "Speech Outlines", there are two sections: "Main Ideas" with links for "View", "Email", and "Download"; and "Keywords" with links for "Edit", "View", "Email", and "Download". The "Edit" link under "Keywords" is circled in black.

Summarize your speech sections into keywords.

Informative Speech - The Truth about Caffeine Outline

TOGGLE INTRO DISPLAY

Enter the keywords for your introduction below

1. Main Idea:

The Good News

1. Supporting Idea:

Helps you wake up, feel more alert and increase attention spans

5. To view the final **Keywords** outline, navigate back to the **My Speeches** page and click the **View** link under **Keywords** heading.

The screenshot shows a table with columns: "View/Edit a Speech", "Practice Speech/Speech Outlines", "Date Created", and "Delete Speech". The first row contains a purple button with the text "INFORMATIVE SPEECH - THE TRUTH ABOUT CAFFEINE OUTLINE" and a right-pointing arrow, a "Practice Speech" button with a plus sign, the date "01/18/2017", and a red "x Delete" link. A dropdown menu is open, showing "Speech Outlines" with a minus sign. Under "Speech Outlines", there are two sections: "Main Ideas" with links for "View", "Email", and "Download"; and "Keywords" with links for "Edit", "View", "Email", and "Download". The "View" link under "Keywords" is circled in black.

How do I email an outline to an instructor or classmate?

1. Go to the **My Speeches** page and click on the **Email** link under the **Speech Outlines** heading.

View/Edit a Speech	Practice Speech/Speech Outlines	Date Created	Delete Speech
INFORMATIVE SPEECH - THE TRUTH ABOUT CAFFEINE OUTLINE	Practice Speech + Speech Outlines - Main Ideas View Email Download Keywords Edit View Email Download	01/18/2017	x Delete

2. On the next page, the user must enter his/her email address, his/her name, and the recipient's email address. Enter a subject that makes it clear that you are sending your outline.
Tip: Check the course syllabus for specific instructions on subject formatting.
3. Users may also include a brief message to the recipient to appear in the body of the email, along with the attached outline.

Your Email Address:
johndoe@university.edu

Your Name:
John Doe

Recipient's Email Address:
jsmith@university.edu

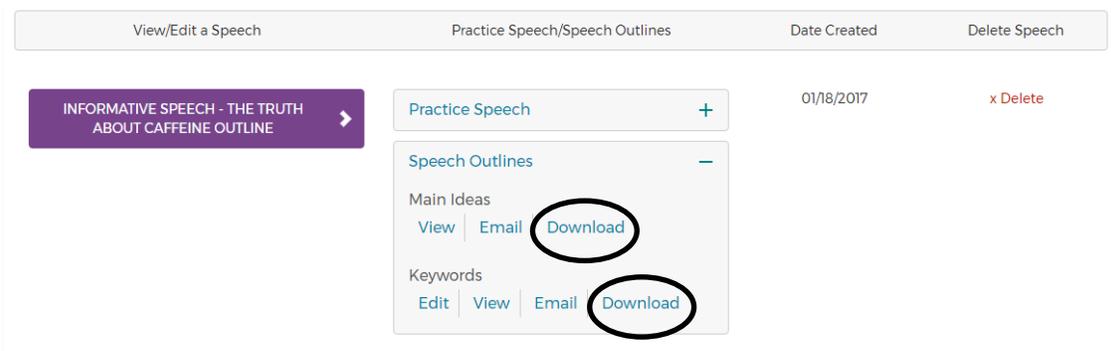
Subject:
"Truth About Caffeine" Outline - John Doe

Message:
Hello, Professor Smith--
I hope this message finds you well. Attached to this email is my full sentence outline of my informative speech, "The Truth About Caffeine"

SEND

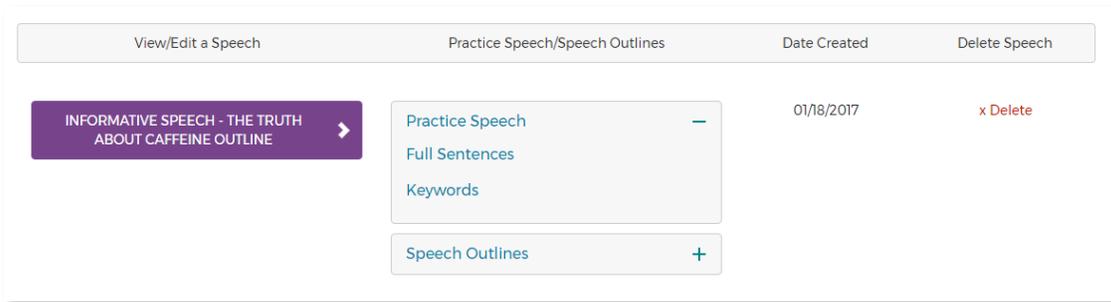
How do I download an outline?

1. Navigate to the **My Speeches** page and click the **Download** link under the **Speech Outlines** heading.
2. The speech outline will then download to your local hard drive as a Word-compatible document.
3. Users may continue to edit, revise, and save the outline as a Word document.



How do I practice delivering a speech?

1. SpeechPlanner includes a unique **Practice Timer** that allows users to practice delivering a speech within an allotted time. To get started, click on the **Practice Speech** button. Depending on which version of the speech's outline you want to practice, click **Full Sentences** (to practice from the full sentence or main idea outline) or **Keywords** (to practice from the keyword outline).



2. Enter the total time you have to deliver your speech in the **mins** and **secs** boxes. Once you click the **Start** button, the **Speech Breakdown** menu displays the amount of seconds you have for each section (introduction, each main point section, and conclusion).
3. As the timer counts down, bullet points from your full sentence outline appear below the timer as cue cards for your reference.

Practice Speech Using Full Sentences

Ready to practice? Optimize with the SpeechPlanner practice timer. Enter the time allotted for your presentation and SpeechPlanner will show you the ideal breakdown for each section.

04 : 28
mins secs

STOP
Reset Timer

Your Speech Breakdown

- Total Time: 5:00
- 30 Seconds - Introduction
- 80 Seconds - Per Section
- 30 Seconds - Conclusion

Section 1

- The Good News
 - Helps you wake up, feel more alert and increase attention spans
 - Contains antioxidants - shown to have cancer prevention qualities
 - Let's start with the good news.

4. To start again, click the **Reset Timer** button. Re-enter the speech time and give it another go!

Practice Speech Using Full Sentences

Ready to practice? Optimize with the SpeechPlanner practice timer. Enter the time allotted for your presentation and SpeechPlanner will show you the ideal breakdown for each section.

04 : 28
mins secs

STOP
Reset Timer

Your Speech Breakdown

- Total Time: 5:00
- 30 Seconds - Introduction
- 80 Seconds - Per Section
- 30 Seconds - Conclusion