

**Description and Guidelines**  
**CMST 101 Proficiency Exam, Part 1**  
**(multiple choice)**  
**effective Spring 2018**

1. Keep in mind the following aspects of CMST 101
  - a. CMST 101 is a “Foundational Skills” course in the Core Curriculum. As such, examinees must demonstrate communication competencies in both written (i.e. written examination and speech outline) and oral (i.e. public speaking/public advocacy) contexts.
  - b. Passing both parts of the proficiency exam (part one exam and part two speech) indicates that you have met all of the course objectives for the CMST 101 course, and are also meeting the State of Illinois requirements for an introductory oral communication course. As such, this test is not easy.
  - c. In addition, passing both parts of the proficiency exam earns you three credit hours towards your degree; again, it is not designed to be easy.
2. The current textbooks for CMST 101 are Raymond S. Ross and Diana K. Leonard's *Introduction to the Speechmaking Process*, 14<sup>th</sup> ed. (BVT publishing), and *CMST 101: Introduction to Oral Communication Workbook* (2016-2017 edition, Hayden-McNeil). All questions on the written exam are covered in these textbooks. Potential examinees are encouraged to review these books carefully before taking the proficiency exam. A copy of each text is available for you to borrow from the Morris Library reserves desk. Please email cmst101proficiency@siu.edu. if you wish to do so, but there are none available.
3. The written portion of the proficiency exam is to be scheduled and taken at Testing Services (<http://testingservices.siu.edu/>). You must contact Testing Services to schedule this exam. (Even though the website says you can register for proficiency exams online, this is not the case for the CMST 101 proficiency exam; you must contact them to schedule the exam.) You are permitted one hour for the written portion of the exam.<sup>1</sup> The written exam will be graded in the Department of Communication Studies and the results will be returned to Testing Services. ***If you have not received your results of Part 1 within***

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<sup>1</sup> Students registered with Disability Support Services will take the written portion of the exam based on their individual accommodations.

*one week after taking the exam (during the regular semester), please contact both Testing Services ([testing@siu.edu](mailto:testing@siu.edu)) and [cmst101proficiency@siu.edu](mailto:cmst101proficiency@siu.edu)*

4. Upon successful completion of the written portion of the exam, the examinee should contact [cmst101proficiency@siu.edu](mailto:cmst101proficiency@siu.edu) in the Department of Communication Studies for details about preparing and delivering the 8-10 minute persuasive speech (Part 2 of the proficiency exam). You must attempt Part 2 within three weeks of being notified that you have passed Part 1 (as determined by the date on the email notification you receive from the Communication Studies Department representative). If you do not attempt Part 2 within the three-week period, you will forfeit your opportunity to earn credit through the proficiency exam.
5. This proficiency examination may be taken only once. Failure to pass any part of the exam with a 70% or better will result in a failure for the entire exam. Students taking the exam are personally responsible for preparing themselves for the exam. Neither this exam nor an alternate may be taken a second time by the same student.