

Syllabus

**COM K173: Public Speaking
CRN 30411**

**Three Rivers Community College
Ella T. Grasso Tech
Tues. 6:30-9:15**

Instructor: Elaine L. Violette

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Fall 2006

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Course Description: Students will learn the fundamentals of speech communication. They will learn to deliver, discuss, and respond to presentations of increasing complexity. Emphasis will be placed on organization, analysis, and elements of speech delivery, including effective verbal and non-verbal aspects of communication.

Learning Outcomes for COM 173

Upon successful completion of COM 173, students will be able to:

- Compose and deliver several primary types of speeches of increasing length and complexity (Introduction, Entertaining, Informative, Motivational, and Persuasive Speeches), representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose speech outlines according to formal outlining techniques.
- Analyze, recognize, and incorporate the appropriate, formal argument models and patterns of logic for each given speech.
- Devise, compose, and utilize appropriate *speaking notes* to facilitate and enhance the delivery of speeches.
- Utilize both verbal and non-verbal strategies to effectively communicate with audience during speech presentations.
- Understand the importance of audience analysis and demonstrate an ability to be aware of and utilize audience feedback during speech presentations.
- Use audio and visual aids, including PowerPoint, where appropriate, to enhance speech presentations.
- Document information obtained through research using MLA format.
- Analyze and provide productive, useful, and constructive critique of peer speech presentations.

Requirements:

Textbook: *Public Speaking for College and Career, 7th edition, Hamilton Gregory*

Magazines: The student is responsible for regular access to one of the following magazines throughout the semester: *TIME, Newsweek, New York Times Sunday Magazine, The New Yorker*, or a similarly appropriate magazine.

Mini DVD+RW (8cm) disc. Notebook and pocket folder

Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Material given weekly in class for the afternoon's discussions and activities and for future preparation is timely and necessary for optimum learning and evaluation. Much in-class work can not be made up and your presence for *active listening* is vital to speech improvement. Absences may affect your grade. **More than 3 absences will reduce your grade.** If a class must be missed, it is not necessary to explain your reason. If you want to do so, drop me a note or email me. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate. Email me to find out about class information missed that may not be on syllabus.

Due date of speeches must be adhered to. If you are not prepared with your outline and speech, you will receive a 0 for that speech.

NOTE: Weekly quizzes cannot be made up.

Late Assignments: For the class to run smoothly and for everyone to have equal opportunity to stay current, late assignments will **not** be accepted unless approved by me in advanced.

Student Disabilities: Please see me immediately if we need to make any modifications to meet your individual needs. If you have not already done so, contact the Counseling and Advising Center (860-383-5217). Please note that I can not provide accommodations for you until I have received a letter from the Disabilities Counselor.

Class Withdrawal: If you stop attending class and do not officially withdraw, you will receive an F for the semester.

Plagiarism: Plagiarism - taking credit for someone else's work (words) and submitting it as your own, either intentionally or merely through incomplete documentation of sources – is a violation of academic honesty. Any plagiarized work in a speech will result in an F for the semester.

Cell Phones: Please keep cellular phones off or turned to silent mode. Under no circumstances are cell phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone, the student should speak to me prior to class, so that together we can arrive at an agreement.

Assignments and Grading:

Various short speeches (to be announced) 1-3 minutes	5 pts.
Informative speeches (outlines/ 2-3 references as assigned) 4-6 minutes	
Presentations (2)	40 pts.
Persuasive Speech - (outline/visuals/ 3 references min.) 5-8 minutes	25 pts.
Evaluations & Class work/participation	15 pts.
Quizzes	10 pts.

Total Points **100 pts.**

Major Speech Requirements – Read Carefully:

1. Outlines **must** be word processed and submitted before your major presentations. They will **not** be accepted hand written or in unacceptable format. Excuses that include computer problems will **not** be accepted. (Use effective time management and careful planning to avoid last minute problems).
2. Major speeches must be on varied topics. Topics must be conducive to an academic setting.
3. You must use a visual on the Persuasive Speech.
4. Use at least 3 current and credible sources on the Persuasive speech and include MLA bibliography with required Topic Outline.
5. All speeches in a category are **due the first day** for everyone.
6. A written self-evaluation is due the next class for video taped speeches.
7. Please DO NOT enter the room while a speech is in progress.
8. Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and will affect your participation grade.
9. Regular attendance, cooperation, thoughtful responses, and helpful peer evaluations create a stimulating learning atmosphere. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum
10. When preparing for a speech, Practice, Practice, Practice!

11. Revision to Syllabus

The information contained in this syllabus is subject to revision at the discretion of the instructor. Students will be notified of any necessary changes due to time restraints, etc. **This is the only syllabus that you will receive. Please keep it in a secure place in your notebook.**

Elaine L. Violette
COM 173/CRN 30411
Tues. 6:30PM – 9:15PM

Day-to-Day Syllabus

***Remember to bring audio video tapes on ALL assigned presentation days.
Expect quizzes/Reading Checks on chapters due each week.***

TU 8/29 – Intro to Course/ getting acquainted group activity/expectations

TU 9/5 - **Due: Ch. 1** (Principles of Speech Communication) **and Ch. 2** (Controlling Nervousness). Complete review questions for both chapters. Be prepared to present **Self-Introduction speech** (1-3 min.)

TU 9/12 -**Due: Ch. 3** (Listening); **Ch. 4** (Reaching the Audience); **Ch. 18** – pp. pp. 425-429. Complete review Questions for ch's 3 and 4 only. Choose your topic for Entertaining Speech (see p. 102) to be presented next week.
Impromptu warm-ups

TU 9/19 -**Due: Ch. 5**(Selecting topics) and **Ch. 10** (Organizing the Speech) Complete Review Questions; **Entertaining Speech Presentations 2-4 min.**

TU 9/26 -**Due: Ch. 6** (Finding Information) and **Ch. 15** (Speaking to Inform). Complete review questions for both chapters; Choose a topic for information speech and bring to class a researched article pertaining to your topic.
Documentation/MLA

TU 10/3 -**Due: Ch. Ch 12** (Outlining the Speech) **Ch. 8** (Supporting Your Ideas) and researched material (2). Bring in a FULL SENTENCE outlines (p. 282) and a TOPIC OUTLINE (p.276) for first Information Presentation.
In Class Reading: Ch. 11 Introductions and Conclusions/ video)

TU 10/10 - **Due: Ch. 14** (Delivering the Speech) ; **Informative Speech Presentations.** (4-6 min) ** In order to receive credit, your typed **TOPIC** outline **MUST** be handed in today, even if you do not present today. Include MLA formatted works cited for sources used. An information speech without a correct work cited is NOT VALID

TU 10/17 -**Due: Ch. 7** (Using Information Wisely and Ethically) **and Ch.9** (Visual Aids). Complete Review Questions on both chapters. **Informative Speech Presentations continued.** **Sign up for conferences for next class.**

TU 10/24 - Choose topic, find research and prepare outline for Information Speech Presentation #2. (Visual and 3 sources required for this speech)
(Individual Conferences)

TU 10/31 – Due: Ch. 16 (Speaking to Persuade). Written Assignment: Tape and listen to your second speech and write a self evaluation that analyzes what is working, and what needs to be improved – be specific and include details.

TU 11/7 – Second Informative Presentations with visual and topic outline w/work cited. All presentations will be videotaped. Be sure to have your DVD with you.

TU 11/14 – Due Ch. 17 (Persuasive Strategies) and review questions. Second Informative Presentations continued. Come to class with your persuasive speech topic.
Discussion: Persuasive Speeches

TU 11/21 – NO CLASS/THANKSGIVING BREAK

TU 11/28 - Due: Ch. 18 (Special Types of Speeches and Review Questions).
Typed self-evaluation of second Informative Presentation videotape due.
Persuasive Speeches with Visual. (All Topic Outlines due today).

TU 12/5 – Persuasive Speeches continued.
LAST DAY OF CLASS!