

## **INTRODUCTION TO PUBLIC SPEAKING COM K173- FALL 2006**

Tuesdays and Thursdays: 12:30-1:50 P.M.  
Mohegan Campus: Room 305  
CRN: 30256; Section: M03  
Instructor: Linda A. Wainright M.S., CCC  
Email: Lwainright@trcc.commnet.edu  
Voice Mail: 886-0177 Ext. 2115  
Office Hours: By Appointment

**Course Description:** This course will focus on the fundamentals of speech communication. In addition, students will learn to listen to, discuss, prepare, deliver and critique various types of verbal presentations. Emphasis will be placed on organization as well as on the actual speech delivery. Verbal and non-verbal communication aspects will be addressed.

**Objectives:** To enable the student:

1. To feel more comfortable and confident as well as to be more effective in various communicative situations.
2. To deliver planned and impromptu oral presentations
  - A. To learn skills required to prepare and organize informative and persuasive oral presentations
  - B. To learn more effective methods of speech delivery
3. To effectively listen and evaluate methods of speech delivery
4. To participate in dyads and group discussions
5. To participate in small group oral presentations

**Required Text:**

Hanna, Michael; Stine, Dick and Gibson, James, *Public Speaking for Personal Success*, Boston: Pearson Custom Publishing, 2005 (Seventh Edition)

**Procedures:** Lectures will be minimal---student involvement and participation will be maximal. Students will be responsible for the following:

1. Individual Presentations/Speeches (8 per student; various lengths and types)—45% of the final grade
2. Group Verbal Presentations (1 per student)—7% of the final grade
3. Group Communication Activities---8% of the final grade
4. Evaluation/ Critique Activities—15% of the final grade
5. Tests (1 quiz, 1 midterm, and 1 final exam)—25% of the final grade

The above percentages are approximate

**Grading Method:** In this course, you will have the opportunity to participate in activities designed to improve your communication skills. All the activities will have a point value. List of these activities and point values are attached. In order to participate in the activities, you must be present in class the day of the activity. Because communication involves your interaction with

others, no activities can be made up outside of class, and no extra work is assigned as make-up work for any missed activities.

Anyone who does not come to class on their assigned speech/presentation day (without **first** having put a message on my voice mail or email **prior to class**) or comes to class with an excuse for not presenting their talk that day...will automatically have 5% of the potential points deducted from their grade.

**NO EXCEPTIONS.**

**All class days after your appointed day until you actually give your talk are considered days that your speech presentation is due**, and an additional 5% of the potential points will be deducted for each class (missed or attended) until the speech/presentation is given.

**Possible:** 695 points

A 50-point cushion is built into the final grading system in case of a missed class, poor performance on a test or presentation, etc.

**Final Grade:** (points)

695-645	A
644-626	A-
625-608	B+
607-574	B
573-556	B-
555-539	C+
538-505	C
504-486	C-
485-469	D+
468-435	D
Below 435	F

**Definitions of Grades**

A	Excellent
B	Good
C	Satisfactory (Average)
D	Poor
F	Unsatisfactory

**Attendance:** Although attending every class will not guarantee an “A”, a “B”, or even a “C;” it will be impossible to earn a decent grade if classes are missed. No exercise done by the class can be made up, and extra credit is not assigned. 695 points are the maximum a student can earn, but a 50-point cushion is built in if you do have to miss a class.

**College Withdrawal Policy:** “Students may withdraw, in writing at the Registrar’s Office for any reason until the end of the 10<sup>th</sup> week of class. From the 11<sup>th</sup> week through the end of the 13<sup>th</sup>

week, a student may withdraw with the instructor's written approval. **If a student stops attending this class and does not formally withdraw with the Registrar's Office, this instructor will be forced to give the student a grade of "F" per college policy.**

**Plagiarism:** Plagiarism is the unacknowledged use of another person's words or ideas in one's own writing or oral presentations. The definition will be discussed in class, but the essential principle is that a person is not to quote, paraphrase, rephrase, or otherwise include the ideas of someone else **without giving the proper credit**. If a student violates this principle, (s)he will receive a penalty ranging in severity from an "F" on the assignment to an "F" in the course.

**Disabilities Statement:** If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Disabilities Counseling Services at 383-5240. You should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I receive an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

**Contacting Instructor: The most expedient method of getting a message to me is via voice mail or email.**

If you wish to leave an assignment in my mailbox, it is located on the Mohegan Campus in the Annex in the Shipping/Receiving area.

**Additional Information/Reminders:**

1. You must be present in class to participate in the activities.
2. No activities can be made up outside of class.
3. No extra, individual work is assigned to make up for students' absences, inability to complete assignments, etc.
4. It is important to be to class on time. If you arrive late, and another student is speaking, please wait outside until the student is finished. You may enter if the instructor is talking.
5. All exercises must be completed in class with your classmates on the same day.
6. Written assignments are due at the beginning of class on each due date. They cannot be completed in class. They will not be accepted at the end of class.
7. Any student caught cheating in this course, including copying a journal or critique, automatically receives a failing grade.
8. You are responsible for keeping an accurate record of all of your points.
9. Keeping up with class assignments is your responsibility—even if you are not in class when an assignment is given. A class roster will be prepared so you can stay in touch with your classmates for assignments.
10. This will be a fun course.

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COM K173**

Fall 2006

Instructor: Mrs. Linda A. Wainright, M.S.,CCC

<b>DATES</b>	<b>TOPICS</b>	<b>POSSIBLE POINTS</b>
<b>8/29</b>	Discussion: Course Guidelines; Journal Assignments; Objects Exercise Assignment; Get Acquainted Exercise; Discussion: Initial Suggestions for More Effective Speech Delivery; Introductory Speeches (1 minute)	(30)-5
<b>8/31</b>	Group Chapter Assignments; Family Roots Assignments; Objects Speeches	(70)-(35)-10
<b>9/5*</b>	Discussion: Chapter Presentations; Object Presentations (continued); Discussion: General Communication Skills, Dyadic Communication	
<b>9/7</b>	Discussion: Communication vs. Language vs. Speech; Informative Speeches; Controversial Statements Activity	5
<b>9/12*</b>	Discussion: Chapter 1(Introduction); Oral Reading Assignments; Family Roots Presentations; Discussion: Basic Speech Guidelines (if time)	
<b>9/14</b>	Assign Informative Speeches; Family Roots Presentations; Discussion: Basic Speech Guidelines (continued)	(5)-(15)-(100)
<b>9/19*</b>	Chapter 2 (Planning) Presentation; Chapter 13 (Informative) Presentation; Family Roots Presentations	
<b>9/21</b>	<b>Name Quiz</b> ; Chapter 8 (Outline) Presentation; Family Roots Presentations; Discussion Outline Review	20
<b>9/26</b>	Frame Breaking Exercise; Informative Topics Brainstorming; Oral Readings 5-5-10	
<b>9/28</b>	Chapter 4 (Select/Narrow Topic) Presentation; Chapter 7 (Organization) Presentation ; Oral Readings	
<b>10/3</b>	Discussion: Elements of Human Communication; Complete Oral Readings/Family Roots Presentations; Assign Chapter 6 (Supporting/Gathering Materials) Reading	
<b>10/5</b>	Chapter 9 (Introductions and Conclusions) Presentation; Discussion: Speech Delivery	
<b>10/10</b>	Assign Persuasive Speeches; Exam review (If time)	(5)-(15)-(100)-5
<b>10/12</b>	Discussion: Critiques; Assign Critiques; <b>MIDTERM(Chapters 1,2,4,6,7,8,9,13)</b>	(45)-75
<b>10/17</b>	Test Consensus Activity; Informative Speeches	5

<b>10/19:</b>	<b>NO CLASS (Other classes are is session-just not this class!)</b>	
<b>10/24</b>	Informative Speeches; Discussion: Listening (if time)	
<b>10/26</b>	Informative Speeches; Discussion: Interview Techniques (if time)	
<b>10/31</b>	Discussion: Persuasive Speeches; Chapter 14 (Persuasive) Presentation; Discussion: Group Comm.--Chapter17; Assign Chapter 15 (Proofs) Reading; Informative Speeches	
<b>11/2</b>	Kidney Machine Consensus Activity; Assign Group Dynamics Journal 5-(5) Chapter 12 (Delivery) Presentation	
<b>11/7</b>	Chap.11 (Visuals) Presentation; Chap.3 (Listening) Presentation; Persuasive Speeches	
<b>11/9</b>	Discussion: Nervousness; Persuasive Speeches	
<b>11/14</b>	Chapter 5 (Audience) Presentation; Persuasive Speeches; Discussion: Impromptu Speeches	
<b>11/16</b>	Chapter 10 (Language) Presentation; Persuasive Speeches	
<b>11/21</b>	<b>? Make-Up Class ? To Be Determined</b>	
<b>11/23</b>	<b>Thanksgiving Holiday</b>	
<b>11/28</b>	Chapter 16 Presentation; Finish Persuasive Speeches	
<b>11/30</b>	Self-Concept Activity	5-(5)-(5)
<b>12/5</b>	Impromptu Speeches #1	5
<b>12/7</b>	Impromptu Speeches #2; Peer Verbal Critiques; Finish <b>ALL</b> Verbal Assignments; Class Evaluation Activity; Exam Review (if time)	5-5 10-5
<b>5/12</b>	<b>FINAL EXAM (Chapters 3,5,10,11,12,14,15,16,17)</b>	75

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\*Denotes dates that journals are due. Journals relate to the previous week's classes. Late journals will not be accepted unless the lateness is due to student's absence from class on the journal due date.

Changes in any of the above activities are left to the discretion of the instructor. Time limitations may prevent the completion of one or more of the above activities. If so, points will be adjusted accordingly.

**NOTE:** If classes and/or exams are canceled due to inclement weather, whatever is scheduled on the cancellation date will be scheduled for the **NEXT** class **IN ADDITION** to what is normally scheduled for the next class.

**NOTE:** If a student misses the midterm and/or final; without **FIRST** making arrangements with the instructor to take the midterm/final beforehand--then the midterm/final cannot be made up. **NO EXCEPTIONS.**

