

COM 109-TM7: SPEECH PRACTICE

Professor Debra Siegel
Three Rivers Community College

Spring 2015

Tuesdays 4:00-5:50pm
D-222

OFFICE HOURS: By arrangement
EMAIL: dsiegel@mcc.commnet.edu (Note: This is not a TRCC extension)

COURSE DESCRIPTION: Prerequisite: ENG* K101 eligibility.
Students will learn to give a five-minute, organized, extemporaneously delivered oral presentation. Emphasis will be placed on overcoming speech anxiety, acquiring confidence, planning a brief presentation, and practicing speech delivery. This course is an option for completing the oral communication requirement in the General Studies and Liberal Arts and Science degree. It does not substitute for COM* K173 Public Speaking.

REQUIRED TEXTS: *A Pocket Guide to Public Speaking* 4th ed., Dan O’Hair, Hannah Rubenstein, Rob Stewart, 2013. ISBN: 978-1-4576-0184-2.
College Dictionary

REQUIRED MATERIALS: A notebook with two sections (for class notes and journaling)
A folder with pockets (to keep handouts and information)
A supply of note cards (3x5 or 4x6)
A flash drive
A stapler
Access to a computer, printer, and an internet connection (available at TRCC if you do not have this at home)

POLICIES:
(Read Carefully) Regular attendance is **essential and expected** for active participation and fair evaluation. Materials and activities covered in class for future preparation is timely and necessary for optimum learning and evaluation. Much in-class work cannot be made up and your presence for *active listening* is vital to speech improvement. Absences may affect your grade. **Since the class meets only once a week, more than 2 absences will most likely reduce your grade.** If a class must be missed, it is not necessary to explain your reason. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate.

Due date of speeches must be adhered to. Please do not come in and ask if you can give your speech in the next class because you are not prepared for whatever reason. The syllabus gives presentation dates, so you will know far enough ahead to prepare. If you are not prepared with your outline and speech, you will be afforded one opportunity to do a make up for one speech. Afterwards, any late outlines/speeches will lose a full letter grade for being presented a class late. No outlines or speeches will be accepted if they are more than one class late, and the student will earn a zero for those assignments.

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ASSIGNMENTS AND GRADING:	Class Participation.....20% (includes coming to class on time and prepared, fully participating in class discussions, and completing homework assignments)
	Classroom Assignments.....10% (includes impromptu speeches and classroom activities)
	Narrative Speech.....20%
	Entertaining/Inspirational Speech20%
	Persuasive Speech.....20% (includes formal outline/visuals/3-5 references)
	Final Exam (Take Home).....10% (includes self-reflection journal/self-assessment sheet)

MAJOR SPEECH REQUIREMENTS:

- Outlines **must** be word processed and submitted before your major presentations. They will **not** be accepted hand written or in unacceptable format.
- **Speeches must be on varied topics. Topics must be conducive to an academic setting, important to you and relevant to the class.**
- Use current and credible sources and include MLA bibliography with required Topic Outline for Persuasive speech.
- All speeches in a category are **due the first day** for everyone.
- A self-evaluation is due the next class for all speeches.
- Please **DO NOT** enter the room while a speech is in progress.
- Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and **will** affect your participation grade.
- Regular attendance, cooperation, thoughtful responses, and helpful peer evaluations create a stimulating learning atmosphere.
- **Behind all good speaking is good thinking! Your topics should be important to you and relevant to the class.**

SPEECHES:

- Due on the day they are scheduled
- Provide me with a copy of your outline and references before you speak
- Stay within time lines
- Incorporate visuals as required

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DISABILITIES: If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or attention deficit disorder. Kathleen Grey (885-2328) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5240) also works with students who have disabilities.

THE WRITING CENTER/TASC: Room C117 (next to the Library).
(860) 892-5713 or (860) 892-5769
TRWritingCenter@trcc.commnet.edu
Online tutoring: <http://www.etutoring.org/>

TECHNOLOGY: Turn off your cell phone or other electronic equipment.

COLLEGE WITHDRAWAL POLICY: A student who finds it necessary to discontinue a course once class has met must provide notice to the Registrar. Withdrawal forms are available at the Registrar's office and at the office at the Sub-base. Non punitive "W" grades are assigned to withdrawal requests. An instructor's signature is required after the deadline has passed. No withdrawals are permitted after the last class preceding the final exam. Students who do not obtain an official withdrawal, but simply stop attending classes, receive an "F" grade for the course.

WEATHER CANCELLATIONS: Call (860) 886-0177 or go online to: www.trcc.commnet.edu.

SIGN UP FOR MYCOMMNET ALERT! MyCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. All students are encouraged to sign up for MyCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site. This tutorial can be found at: http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html

BLACKBOARD: Be sure to check BLACKBOARD on a regular basis throughout the semester. I will post or email important information here. You will not be able to pass this class if you are not familiar with how to use BLACKBOARD or if you cannot log onto BLACKBOARD.

DIGICATION: All students are required to maintain a learning portfolio in Digication that uses the Three Rivers Community College Template.

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TENTATIVE SCHEDULE

Jan	27	T	Course introduction and syllabus review Instructor and student introductions / Goals / Purpose / Self-Evaluation Narrative Speech topic selection, drafting and outlining <u>Homework for next class:</u> 1). Review chapter 3 and conduct and internet search to make a list of steps you will take to reduce anxiety 2). Read pages 47-95
Feb	3	T	LIBRARY DAY Pull research materials from TRCC Library and Blackboard Rhetorical modes, intended audience, Entertaining Speech directions <u>Homework Due Today:</u> 1). List of steps you will take to reduce anxiety (post in appropriate Blackboard discussion folder) 2). Persuasive Speech Topic Selection (post in appropriate Blackboard discussion folder) <u>Homework for next class:</u> 1). Read Chapter 24
Feb	10	T	Narrative Speech Due Quiz on Chapter 24 Peer critiques & self-reflection journaling <u>Homework Due Today:</u> 1). Narrative Speech key word note cards 2). Narrative Speech full sentence outline (bring in a hard copy) <u>Homework for next class:</u> 1). Read pages 96-133
Feb	17	T	Entertaining/Inspirational Speech Due Quiz on pages 96-133 Structure: Central message, main points, introductions, conclusions, transitions Peer critiques & self-reflection journaling <u>Homework Due Today:</u> 1). Entertaining/Inspirational Speech key word note cards 2). Entertaining/Inspirational Speech full sentence outline (bring in a hard copy) <u>Homework for next class:</u> 1). Read pages 156-174

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TENTATIVE SCHEDULE (continued)

Feb	24	T	Impromptu Informative Speeches Visual aids, support materials, developing an argument and main points Peer critiques & self-reflection journaling Quiz on pages 156-174 <u>Homework for next class:</u> 1). Persuasive Speech key word note cards 2). Persuasive Speech full sentence outline (bring in a hard copy) 3). Persuasive Speech visual aids
Mar	3	T	Persuasive Speech Due Peer critiques & self-reflection journaling <u>Homework Due Today:</u> 1). Persuasive Speech key word note cards 2). Persuasive Speech full sentence outline (bring in a hard copy) 3). Persuasive Speech visual aids
Mar	10	T	Final Exam Due on Blackboard (Self-Evaluation & Peer Evaluations)

This syllabus is subject to change, at any time, at the instructor's discretion.