

# Introduction to Speech Communication

(COM 173)

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Office Hrs: MW 12:30-1:30 and W 3:30-4:30 and by appointment

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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, 8<sup>th</sup> 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 similar magazine (see me for approval of specific magazines).

## **POLICIES**

Attendance: Regular attendance is essential. A great deal of material will be given out in class and there is considerable in-class work, which cannot be made up. Significant absences **will** affect your grade. If you do miss a class, come to the next class prepared by finding out what you missed.

\* \* \* Quizzes cannot be made up.

Late Assignments: We are all adults; deadlines are deadlines. Late assignments will not be accepted unless approved by me in advance. (If you are absent on a day when we are giving speeches, you will forfeit your right to present your speech and will be given a zero for that grade.)

Student Disabilities: Students with learning disabilities should see a counselor in student services immediately to see if we need to make any modifications to meet your individual needs.

Withdrawal from class: If you stop attending the class, and do not officially withdraw, you will receive a failing grade for the semester.

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

## **ASSIGNMENTS AND GRADING**

### **SPEECHES**

- |  |   |
|--|---|
| 1. Short Speech 2-4 minutes<br>Entertaining 10 pts   | 3. Persuasive Speech 5-8 minutes 25 pts<br>20 pts. speech; 5 pts. outline<br>3 references minimum |
| 2. Two Informative Speeches 4-6 minutes 20 pts<br>each : 15 pts. speech; 5 pts. outline<br>(possibly from magazines) | 4. Class work/participation 10 pts  |
|  | 5. Quizzes 15 pts   |

### **SPEECH REQUIREMENTS**

1. All speeches in a category are due the first day for everyone.
2. Outlines must be word processed and submitted *before* your major presentations on the first day speeches are due. (\*Reminder: if you don't show up on the first day a speech is due, you will receive a zero for that speech and it cannot be made up.)
2. Major speeches must be on varied topics.
3. You must use power point on the persuasive speech.
4. I highly value attendance, participation, and timely cooperation.
5. Please DO NOT enter the room while a speech is in progress. If the door is shut, do not knock. Wait outside until the door is opened.
7. Behind all good speaking is good thinking!!!! Plan ahead.

# Fall Semester 2007

## Janet Hagen

### COURSE OUTLINE – COM 173

#### August

- 31 Introduction to course

#### September

- 7 Read chapters 1 & 2; **Self-Introduction Speeches:** Follow the guidelines on page 15. Speech time - 2-4 minutes
- 14 Read chapters 3, 4, & 18; select topic for Entertaining Speech
- 21 Read chapters 5, 10, 12; **Entertaining Speech Presentations**
- 28 Read chapter 6, 7, 8 & 15; bring to class 3 news magazines

#### October

- 5 No class. Read chapters 11 & 14; On SpeechMate CD-ROM, see “Checklist for Preparing and Delivering a Speech” on Disk 1 and Reed’s delivery of Wedding Crashers on Disk 2, Speech 2. Then begin preparing outlines for first Informative Presentation. (Your outline should look like the outline on pages 262-264.) (Meet in study groups.) Email me with any questions.
- 12 **Informative Speech Presentations**
- 19 **Informative Speech Presentations** (continued)
- 26 Bring outlines for Informative Presentation # 2; bring to class all sources

#### November

- 2 **Second Informative Presentations**
- 9 **Second Informative Presentations** (continued)
- 16 Read chapters 9, 16, & 17; bring to class sources
- 23 No class. Thanksgiving Holiday. Enjoy!!

- 30 **Persuasive Speeches**

#### December

- 7 **Persuasive Speeches** (continued)

*\*You will be responsible for any and all changes on the syllabus. Final grades will be available December 31 online.*