

INTRODUCTION TO PUBLIC SPEAKING

Com K173-Fall 2008 MO 30333 11:00-12:15 RM: 304 / 30675-12:30-1:45 RM: 313

Instructor: Elaine Violette **Office Hrs:** by appt. **Email:** eviolette@trcc.commnet.edu

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:

Learning Outcomes

- Compose and deliver several types of speeches of increasing length and complexity (introduction, entertainment, informative, motivational, and persuasive) representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose formal speech outlines.
- Incorporate the appropriate, formal argument models and patterns of organization for each speech delivered.
- Use speaking notes effectively.
- Use verbal and non-verbal communication effectively.
- Demonstrate an awareness of audience analysis and feedback during speech deliveries.
- Use audio and visual aids and power point to enhance speech deliveries.
- Document information using MLA format.
- Provide constructive critiques of speech deliveries of peers.

Requirements:

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

Mini DVD+RW (8cm) disc.

Notebook and pocket folder / 4"X6" index cards

TIME or NEWSWEEK

Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Material given weekly in class for the day's discussions and activities and for future preparation is necessary for optimum learning and evaluation. In-class work can not be made up. Your presence for *active listening* is vital to speech improvement. **More than 3 absences will seriously effect your grade. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate. Email me for class information missed that may not be on syllabus.**

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

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 (860-383-5240). 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 withdraw, you will receive an **F** for the semester. **Last day to withdraw is DEC.15th/Last day for add/drop Sept. 15**

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. Plagiarized work will result in an F for the semester.

Class Cancellations: **In case of an unexpected class cancellation, a phone tree will be arranged. I will also leave a message on the college voice mail system.**

Please be sure I have correct emails and phone #s if I must contact you. If emails or phone #s change during the semester, please email me on the change.

Cell Phones: **Please keep cellular phones off or turned to silent mode.** When there are extenuating circumstances that require that a student be available by phone, speak to me prior to class, so that together we can arrive at an agreement.

Grading Procedure: All activities will have an assigned point value. In order to participate in activities, you must be present in class the day of activity. No class activities can be made up outside of class and no extra work is assigned as make-up work for any missed activities. **Students must be ready to give speeches when assigned. Unprepared students attending class cannot make up speech.**

Assignments and Grading

Intro/Object speech	20
Entertaining Speech	20
Outline Drafts (2)	20
2 Full Sentence Outlines	100
Analysis Journals (2)	20
Impromptus	10
TESTS(on assigned readings/class information (2)	100
Inspirational Speech	60
Information Speech	100
Persuasive Speech	100
FINAL EXAM Speech Journal	100
Attendance/Participation	50

Possible: 700

A 40-point Cushion is built into the final grading system in case of a missed class, weak performance on a test or presentation, etc.

Final Grade: (points)

660-640	A
639--594	A-
593-573	B+
572-548	B
547-527	B-
526-506	C+
505-482	C
481-460	C-
459-442	D+
441-416	D
415-395	D-
Below 395	F

Major Speech Requirements – Read Carefully:

1. Outlines **must** be word processed and submitted on due date **not** on the day of 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).

Please check your computer set ups (PPs) before class.*

Please do not ask to email assignments **after** class meeting.

2. Speech Topics must be conducive to an academic setting.
3. Power Points required as assigned
4. Use credible sources as assigned and include MLA bibliography.
5. Please **DO NOT ENTER** the room while a speech is in progress.
6. Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and **will** affect your participation grade. Points deducted for each tardy after the first two.
7. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum.
8. A student **absent** on speech day is required to present the next class day.
9. This is the **only** syllabus that you will receive. Please keep it in a secure place in your notebook.
10. Tests cover reading assignments. Careful reading is essential.

Check to see if you have the same version of power point that is in classroom during preparation NOT on day of speech. Beginning your power pt in the school library will assure you of correct version in class.

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Please note when review questions are due, we will cover the questions in class with spot checks. They will be collected after tests are taken. Keep all questions in your notebook.

Dates	Topics
9/2	Discussion: Course Guidelines; DVD+RW, CDs; Objects Exercise Assignment; Get Acquainted. Exercise as time permits; Ch. 1 overview (Take Notes) Video: Intro Speech.
9/4	Due Ch. 2 (Nervousness) and DVD+RW to be checked. Complete review questions at the end of the chapter. (Participation Grade). Students will be chosen at random to answer these questions. Entertainment Speech assignment to be assigned today. Introduction/Object Speeches begin (2-3 min) .
9/9	Due Ch. 3. Complete Review Questions. Read pp. 399-402 on Entertaining Speeches; Group discussion and activity on listening skills; 1 min impromptus
9/11	Due Ch. 4. Complete review questions (Audience Analysis); Entertaining Speeches begin today. NO LATE SPEECHES accepted. (2-4 min.) Audience analysis exercises. Search for and choose articles from TIME or Newsweek for your magazine speech See handout in syllabus.

- 9/16 Due **CH. 5. Complete Review Questions** (5 min.); Discussion: Central Idea, Purpose; Magazine Article Speeches prep: Articles from TIME or NEWSWEEK due today and Thursday. Notecards due next class.
- 9/18 **Due Ch, 12 with Review questions. Articles must be in today!** Bring magazine or copy. (Remember to keep hmwk., questions in your notebook. Bring 4x6 Notecards. Article will be used for outlining activity today. Impromptu
- 9/23 **Due Ch. 15** (Speaking to Inform) and **review questions. Magazine Article Speeches begin (2-4) minutes (with notecards).**
- 9/25 **TEST#1- Chapters: 1,2, 3,4, 5, 12 15; Time available to complete Article speeches as needed.** Discussion: Informative speeches. (See syllabus); **Choosing Topics, Brainstorming. Review questions collected. Please staple or clip them together with your name clearly written in top margin and hand them in at the start of class.**
- 9/30 Due **Ch. 6** (Finding Information) and **Ch. 8** (Supporting Your Ideas). **Complete Review Questions and come to class with your topics for Informative Speech.** Discussion: Preparing for an Informative Speech; Reliable sources, writing a *discovery* journal.
- 10/2 **Due: Ch. 7 (Organization) Complete Review Questions and bring to class two researched sources with work cited information and Discovery journal**
- 10/7 **Due Ch. 10 and Ch, 11 with Review questions and rough outline** for informative speech. Discussion: Preparing full sentence outline; video
- 10/9 **Due: Second Draft of Full Sentence Outline; Do Ch. 9 (Visuals) and Review Questions.** Group Activities on Visuals. More impromptu speeches.
- 10/14 **TEST: chs. 6,7,8, 9, 10, 11; Due Final Full Sentence Outline collected. Include work cited! Must be typed and in correct format as demonstrated in text or on CD. Review questions collected**
- 10/16 **Due Ch. 14 (Delivery) and Prepare visuals; Outlines returned** Discussion: Speech delivery tips and Visual expectations; **topic outlines**; notecards. Speech order assigned.
- 10/21 **Due Informative Speeches (4-6 min) with Visuals and TYPED Topic Outline. Must be prepared to present when name is called. Outlines passed in at the beginning of class. Remember to number your notecards and check computer set up.**
- 10/23 **Day 2 of Informative Speech presentations with topic outline and Visual** (4-6 minutes); Speech journal discussion
- 10/28 **Due: Ch. 16 and 17 (Speaking to Persuade) and Speech analysis journal #1** Discussion: Dif. between Informative and Persuasive; choosing topics; group activity;
- 10/30 **Due Ch. 13 (Wording the Speech). Bring Typed: Chosen topic, Specific Purpose, Central idea;** Discussion: Art of Persuasion and group activities

- 11/4 **Due 1st draft of full Sentence Outline with sources and visual for Persuasive Speech**
Discussion: Speech journals, peer critiques, DVD+RW,
- 11/6 **Due Typed Full Sentence Outline with visual completed. 2 copies.** Discussion:
In class readings and viewing of persuasive speeches. Speech day assigned
- 11/11 **Persuasive Speeches** begin with **Visuals and typed Topic Outline**: Notecards required.
Speeches will be video taped. **BRING DVD+RW** disk (8-10 min.); Peer critiques
- 11/13 **Persuasive Speeches cont.** All speech analysis journals due by next class.
- 11/18 **Due Chapter 18 and Speech Journal #2; Persuasive Speeches completed** as needed.
- 11/20 **Due Chapter 19** (Group Communication); Discussion: Kidney Machine Consensus
Activity, Inspirational Speech preparation
- 11/25 **NO SCHOOL** (Thanksgiving Recess 11/25-11/30)
- 12/2 **Due: Topic, specific purpose and central idea for Inspirational Speeches;**
Discussion: In class reading of inspirational speeches and techniques.
- 12/4 **Due: Inspirational Speech outline. Discussion: Final Exam Journal**
- 12/9 **Inspirational Speeches begin: Required Topic Outline and notecards.**
- 12/11 **Inspirational Speeches Completed. FINAL EXAM Journals Due**
- 12/16 as needed

**NOTE; 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.**

NOTE: If classes and/or tests are cancelled 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 a test or the final without **FIRST** making arrangements with the instructor to take the test/final beforehand – then the test/final can not be made up.

NO EXCEPTIONS.