

INTRODUCTION TO PUBLIC SPEAKING COM K173- FALL-2007

Tuesdays and Thursdays: 11:00 AM-12:20 PM
Mohegan Campus: Room 111
CRN: 30333; Section: MO2
Instructor: Linda A. Wainright M.S., CCC
Email: Lwainright@trcc.commnet.edu
Office Hours: By Appointment

Course Description: This course will focus on the fundamentals of speech communication. In addition, students will learn to listen to, 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:

Gregory, Hamilton; *Public Speaking for College and Career*, New York, NY; McGraw-Hill Publishing, 2008 (Eighth Edition)

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

1. Individual Presentations/Speeches (7 per student; various lengths and types)—42% of the final grade
2. Group Verbal Presentations (1 per student)—11% of the final grade
3. Group Communication Activities---9% of the final grade
4. Evaluation/ Critique Activities—8% of the final grade
5. Tests (1 quiz, 1 midterm, and 1 final exam)—25% of the final grade
6. Attendance/Being Ready on Assigned Dates—5%

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

Written assignments handed in late receive no credit! NO EXCEPTIONS

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 (and does not let me know **prior** to my entering the room)...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: 650 points

A 48-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)

650-602	A
601-585	A-
584-569	B+
568-537	B
536-520	B-
519-504	C+
503-472	C
471-455	C-
454-439	D+
438-407	D
406-390	D-
Below 390	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 class activity done by the class can be made up, and extra credit is not assigned. 650 points are the maximum a student can earn, but a 48-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 10th week of class. From the 11th week through the end of the 13th 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 email.

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

Additional Information/Reminders:

1. You must be present in class to participate in the class activities.
2. No class 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 class activities must be completed in class with your classmates on the same day.
6. Written assignments passed in after the due date - receive no credit.
7. Written assignments are due at the beginning of class on each due date. They cannot be completed in class.
8. Any student caught cheating in this course automatically receives a failing grade.
9. You are responsible for keeping an accurate record of all of your points.
10. 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.
11. This will be a fun course.

**INTRODUCTION TO PUBLIC SPEAKING
COM K173**

Fall-2007

DATES	TOPICS	POSSIBLE POINTS
8/28	Discussion: Course Guidelines; Objects Exercise Assignment; Get Acquainted Exercise; Discussion: Initial Suggestions for More Effective Speech Delivery; Introductory Speeches (1 minute)	(10)-5
8/30	Discussion: Chapter Presentations; Group Chapter Assignments; Family Roots Assignments; Objects Speeches	(70)-(35)
9/4	Discussion: General Communication Skills, Dyadic Communication; Complete Object Presentations	
9/6	Discussion: Communication vs. Language vs. Speech, Elements of Human Communication; Controversial Statements Activity	5
9/11	Discussion: Chapter 1(Introduction); Family Roots Presentations	
9/13	Discussion: Informative Speeches; Assign Informative Speeches; Family Roots Presentations	(5)-(100)
9/18	Chapter 2 (Nervousness) Presentation; Chapter 15 (Informative) Presentation; Family Roots Presentations	
9/20	Name Quiz ; Chapter 12 (Outline) Presentation; Family Roots Presentations	20
9/25	Discussion: Basic Speech Guidelines; Frame Breaking Exercise; Informative Topics Brainstorming	5-5
9/27	NO Public Speaking Class. This class to be made up on 11/20/2007	
10/2	Chapter 5 (Select Topic/Purpose and Central Idea) Presentation; Chapter 10 (Organization) Presentation ; Discussion: Basic Speech Guidelines (Finish)	
10/4	Chapter 8 (Supporting Your Ideas) Presentation; Complete Family Roots Presentations; Assign Chapter 6 (Finding Information) and Chapter 7 (Evaluating Information and Avoiding Plagiarism)	

10/9	Chapter 11 (Introductions and Conclusions) Presentation; Exam Review (If Time)	5
10/11	Discussion: Critiques; Assign Critiques; MIDTERM (Chapters 1,2,5,6,7,8,10,11,12,15)	(45)-75
10/13	Assign Persuasive Speeches; Test Consensus Activity; Begin Informative Speeches	(5)-(100)- 5
10/18	Discussion: Speech Delivery; Informative Speeches	
10/23	Informative Speeches; Discussion: Listening (If time)	
10/25	Informative Speeches; Discussion: Interview Techniques (If time)	
10/30	Discussion: Persuasive Speeches; Chapter 16 (Persuasive) Presentation; Discussion: Group Communication; Assign Chapter 15 (Proofs) and Chapter 19 (Group Communication); Informative Speeches	
11/1	Kidney Machine Consensus Activity; Assign Group Dynamics Journal; Chapter 14 (Delivery) Presentation	5-(5)
11/6	Chapter 9 (Visuals) Presentation; Chapter 3 (Listening) Presentation; Persuasive Speeches	
11/8	Discussion: Nervousness; Persuasive Speeches	
11/13	Chapter 4 (Audience) Presentation; Persuasive Speeches; Discussion: Impromptu Speeches	
11/15	Chapter 13 (Wording the Speech) Presentation; Persuasive Speeches	
11/20	Chapter 18 Presentation; Finish Persuasive Speeches	
11/22	Thanksgiving Holiday: NO CLASS	
11/27	Self-Concept Activity	5-(5)-(5)
11/29	Impromptu Speeches #1	5
12/4	Impromptu Speeches #2; Peer Verbal Critiques	5-5
12/6	Finish ALL Verbal Assignments; Class Evaluation Activity; Exam Review (if time)	10-5
12/11	FINAL EXAM (Chapters 3,4,9,13,14,16,17,18,19)	75

Important to Note

Fifteen points will be given to those students who have a maximum of no more than two absences during the semester. 15

Ten points will be given to those students who are ready to present on ALL 4 of their major presentation days: family roots, chapter presentation, informative speech and persuasive speech. 10

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.**