

## INTRODUCTION TO PUBLIC SPEAKING

**\*Com K173**

**WED. 6:30-9:15 Rm. D203**

**Instructor:** Elaine Violette

**Office Hrs: by appt.** ( D205.1)

**Email:** [eviolette@trcc.commnet.edu](mailto: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.

***Upon successful completion of COM 173, students will be able to:***

1. Demonstrate, describe, and apply an understanding of the relevant principles of speech communication, reasoning, and argumentation.
2. Critically evaluate examples of public discourse.
3. Demonstrate the acquisition of skills in public speaking and argumentation within several speech structures and contexts.
4. Demonstrate an ethical and effective use of academic research.
5. Demonstrate an appreciation of the relationship of speech communication to society.

**Textbook:** *Public Speaking-Strategies for Success-* David Zarefsky/7<sup>th</sup> edition.

**Educational Resource article -2-3 p. minimum**

**USB DRIVE and NOTECARDS**

**Class 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 **cannot** be made up. Your presence for *active listening* is vital to speech improvement.

**More than 2 absences may seriously affect your grade.**

**If you do miss a class, come to the next class prepared with readings/assignments completed and speech prepared if appropriate.**

**Grading Procedure:** In order to receive full credit, you must be present for all activities. No extra work will be assigned to make-up for missed activities.

**Speeches/Outlines/research/ assignments** 75%

**Tests/quizzes** 10%

**Self-peer assessments** 5%

**Participation** 10%

- **Attends all classes on time and prepared with required reading and assignments.**
- **participating in class discussions and all group activities**
- **in class on all speech days whether a speaker or as an audience member**

**Required Speech Assignments:**

- Introductory Speech (2-3 minutes)
- Entertaining Speech (2-4 minutes)
- Magazine Speech I (4-5 minutes)
- Informative Speech II (5-7 minutes)
- Persuasive Speech (8-10 minutes)
- Impromptus (1 to 1 ½ minutes each)
- Group presentations as assigned

**Speech Topics:** Speech topics must be conducive to the academic environment and approved by instructor. Overused topics will be discussed and avoided. Personal as well as Audience interest needs to be taken into consideration when choosing a topic.

**Major Writing Assignments:**

- 2 Formal Full Sentence Outlines (with earlier drafts and peer edit workshops)
- 2 Topic (Presentation) Outlines/notecards – Due the first day of formal speeches
- Peer and Self Critiques as assigned
- Library/research assignment

**Tests: Mid Term Exam on readings and lectures**  
**Essay Final – Take home**

**Grading Standards\***

A- All class expectations and assignments met without error and with a superior degree of excellence and commitment.

B-Class expectations and assignments met with minimal errors and demonstrate good solid work that is completed in and out of class in a highly competent manner.

C-Class expectations and assignments in and out of class are met in an acceptable and generally satisfactory manner and sufficient to meet requirements.

D-Class expectations and assignments do not meet all requirements and included many errors and omissions.

F-Student failed to meet class room expectations and assignments in and out of class.

**\*Grade is based on all assignments. Minor assignment points add up quickly and can seriously affect a student's overall grade when not completed.**

**N Grade, effective Fall 2012**

The N Grade is assigned to students when there is no basis for a grade. This would apply to students who never came to class as well as to those who didn't attend or participate long enough to be graded.

The N grade is used to distinguish between earned failures (F), official withdrawals (W) and students who stop attending or participating before there is a basis for a grade.

(In most cases there would be no basis for a grade for students who stop attending or participating before the 60% point.)

**Due dates and Late Assignments:** Due to the nature of a speech class, due dates must be adhered to for the class to run smoothly. Students must be ready to give speeches on assigned days.

### **Speech Assignments Penalties**

- A speech grade for students attending class but unprepared to give speech on date assigned will be penalized 5% and is expected to be prepared at the next class meeting if time permits.
- Students not present in class on major speech days despite the reason will be penalized 10 % and is expected to be present and prepared at the next class meeting if time permits.
- Students unprepared to present or absent a second time for a class that meets once a week, loses the opportunity for a grade.

**Late speeches do not simply affect one student but the entire class' time schedule. In the professional world, penalties are expected for a speaker who is not available or unprepared to give a presentation. An absent or unprepared speaker causes serious problems for the company, hosting organization, supervisor, or customer, regardless of the reason (lateness, sickness, etc.) Therefore, points are deducted in a public speaking class for absent or unprepared students regardless of the reason.**

**Written Assignments:** Most late written assignments will not be accepted. EDIT workshops cannot be made up, though asking for the edit sheet to evaluate your own outline is highly recommended.

### **Class Attendance and Tardiness Policies:**

- Students are expected to attend all classes. Missed classes will affect participation grade, regardless of reasons, including illness.
- Classes begin promptly. Lateness lowers participation grade and adversely affects entire class.
- Important information is given out at the beginning of class and will NOT be repeated. If you come in late, see me after class to hand in any written assignments, receive missed handouts, or your graded work.
- **It is the student's responsibility to ask a classmate for up-to-date information missed because of a late arrival or absence.**
- Make-up tests must be arranged with instructor within one week of student's absence.

### **Class Requirements -Read Carefully:**

1. All written assignments including Outlines **must be word processed and submitted IN PRINT** on due date to avoid penalty. They will **not** be accepted hand written or in **unacceptable format**.
2. 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) the week before your speech is due.\*
3. Please silence cell phones before entering class.
4. Power Points required as assigned.
5. Use credible sources as assigned and include MLA bibliography. (See text)
6. Please DO NOT ENTER the room while a speech is in progress.
7. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum.
8. Students **absent** on speech day are required to present the next time their names are called.
9. Tests cover readings and lectures. Notetaking and careful reading is essential to understanding.
10. **This is the only syllabus that you will receive. Please keep it in a secure place in your notebook.**

\*Check to see if your power point/USB material works on the class computer **before** the day of speech. Beginning your Power Point in the school library will assure you of correct version in class. Everyone is expected to know how to set up your presentation on the classroom computer. **DO NOT WAIT UNTIL DAY OF SPEECH FOR INSTRUCTION.**

**Please remember that it is your responsibility and not mine, to keep up with assigned readings and paper due dates as outlined by the syllabus. Contact me immediately after an absence to receive missed handouts from the session you did not attend. If a class is cancelled for some reason, follow agenda assignments and turn in any papers associated with the cancelled class in the following session.**

**The Writing Center/TASC:** C117-next to library). Visit for help with outlines, research, or speech creation or the on-line writing lab at [TRWritingCenter@trcc.commnet.edu](mailto:TRWritingCenter@trcc.commnet.edu).

I will meet with students up to an hour before my classes in the adjunct office Room 205.1, for extra help or for grade conferencing if you email me at least 48 hours before class for an appointment.

**Campus Policies:**

**Academic Integrity-** In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

**Academic Dishonesty-**Student Discipline Policy, section 2:10, Board of Trustees of CT Community Colleges. Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

**Student Disabilities and Counseling Center:**

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

**TRCC Disabilities Service Providers**  
Counseling & Advising Office  
Room A-119

<p><b>Matt Liscum</b> (860) 383-5240</p>	<ul style="list-style-type: none"> <li>• Physical Disabilities</li> <li>• Sensory Disabilities</li> <li>• Medical Disabilities</li> <li>• Mental Health Disabilities</li> </ul>
<p><b>Chris Scarborough</b> (860) 892-5751</p>	<ul style="list-style-type: none"> <li>• Learning Disabilities</li> <li>• ADD/ADHD</li> <li>• Autism Spectrum</li> </ul>

*Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to the instructor. Also, accommodations take effect when the instructor receives the paperwork from a student- accommodations cannot be provided retroactively.*

The Counseling Center offers:

- Academic advising and counseling
- Career counseling and information
- College transfer
- Employment counseling and resources for full and part-time jobs and internships
- Personal counseling and development
- Physical, psychological and special learning needs
- [Referral to community agencies and resources](#)

**Class Withdrawal:** If you stop attending class and do not officially withdraw, an **F** for the semester is designated per administration. **Last day to drop a class and partial refund is Sept. 14<sup>th</sup>/Last day to withdraw from classes, Dec. 14<sup>th</sup>.**

**Class Cancellations:** Be sure I have your correct emails and phone #s if I must contact you. If emails or phone #s change during the semester, email me on the change. I will send out a test email to be sure all emails are correct and on my list.

**Weather cancellations:**

Call 860-215-9000 or go online at [www.trcc.commnet.edu](http://www.trcc.commnet.edu)

**Cell Phones:** Unless you are an emergency responder, all cell phones, Blackberries, text messaging devices, etc., should be turned off during class. All MP3 players, laptops, and other electronic devices should be turned off as well.

**Library Assignment:** Since research is a vital piece of any informative or persuasive speech, a time will be set aside for a library orientation and a library assignment (scavenger hunt) to practice using data bases. Since the library closes on Friday at 3pm, students will be given a date for one-hour library orientation at 2pm and expected to complete the scavenger hunt before the next class.

## **Library Hours**

### **Fall & Spring Semesters**

Monday - Thursday: 8 am - 8 pm

Friday: 8 am - 3 pm

Saturday & Sunday: Closed

**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 link should be shared with students

### **Revisions to Syllabus:**

The information contained in the syllabus is subject to revision at my discretion. I will inform the class of any changes that are made. If you miss a class, check with a classmate upon your return to verify that you have the most up-to-date information.

### **Digication Statements for all TRCC Syllabi**

As a student you will maintain an online learning portfolio using a college-designed template in Digication. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. If your work is selected and reviewed for assessment purposes, it will remain anonymous and private. Digication provides a “place” where you will connect your learning from the classroom, college, and life in general. Sometimes when you review all of the work you have done and think about it, you end up learning something different and perhaps unexpected. Please review your course outlines to determine what assignments to upload into the TRCC Digication template and please post your own choices, as well.

**Public Speaking Tentative Class Agenda –  
Wed. 6:30-9:15 –Rm D203**

***Visuals required for major Informative and Persuasive Speeches. One must be a Power Point.***

***Week 1***

9/02– Course Guidelines/ Get Acquainted Activity / Intro to Public Speaking/ Brainstorm ideas for speech topics.

***Week 2***

9/09 – Readings: Ch. 2,3,4. Introduction speech (2 pts.) due. Lecture: Choosing topics, creating specific purpose and thesis statements.

***Week 3***

9/16– Readings: Chs. 6, 7; – Due: **Entertaining Speeches** (3 pts.)presented today (3-4 min.). **DUE: Topic, specific purpose and central ideas for Informative Speech 11 (5 points) and tentative persuasive topic for Persuasive Speech. Must be typed in correct format!** Magazine speech prep.

***Week 4***

9/23– Readings: Chs. 9,10,11. **Magazine Speech presentations** (4-5 min.) Continue research for major informative speech.

***Week 5***

9/30 –Readings: Chs.5, 8, 13 Draft of full sentence outline and sources.

***Week 6***

10/07 – Readings due: Ch. 12, 15. **Outline Workshop (10 pts. NO MAKE-UPS)** Be prepared with **TYPED Preparation Outline with MLA formatted work cited attached.**

***Week 7***

10/14 – **Mid Term EXAM\* Typed Presentation Outlines due!**

***Week 8***

10/21– **Informative Speech Presentations with visuals** (5-7 min.) Notes must be on Notecards only. Peer-assessment completed in class. Appropriate dress required.

***Week 9***

10/28 – **Informative Speech Presentations with visuals** (5-7 min.) Continued. If time permits, controversial topic activity.

**Readings Due:**

***Week 2***

Ch. 2 Your first speech  
Ch. 3 Presenting the speech  
Ch. 4 Listening critically

***Week 3***

Ch. 6 Choosing a Topic and Developing a Strategy  
Ch. 7 Researching your speech

***Week 4***

Ch. 9 Organizing your speech: The Body  
Ch. 10 Organizing the speech: Intros., Concl., and Transitions.  
Ch. 11 Outlining the speech

***Week 5***

Ch. 5 Analyzing your audience  
Ch. 8 Reasoning  
Ch. 13 Informing

***Week 6***

Ch. 12 Achieving Style through language  
Ch. 15 Speaking with Visual Aids

***Week 9***

Ch. 14-Perusasive speaking

***Week 15***

Ch. 16-Small group presentations

### **Week 10**

Reading: **Ch. 14 – Persuasive Quiz on Chapter! Typed Persuasive Topics with specific purpose and central idea due.** Begin research (3 sources minimum) Debate impromptus activity.

11/04– **Persuasive Outline Workshop with visual ideas and work cited. Persuasive speech sign ups. (10 pts. NO MAKE-UPS) SIGN UPS FOR SPEECH SLOT TONIGHT!** Scavenger hunt assignment handed out.

### **Week 11**

11/11 – **Library Scavenger Hunt. No meeting in classroom. Students go directly to the library to complete hunt. May also be done off campus but must be handed in next week.**

### **Week 12**

11/18– **Persuasive Speeches begin with Visual and Topic Outline.** Appropriate dress and note cards required. Take home Reflection Essay Handout and prep.

### **11/25 THANKSGIVING BREAK**

### **Week 13**

12/02 – **Persuasive Speeches with Visual and Topic Outline** continued. Reflection Essay assignment handed out.

### **Week 14**

12/09 - **Reading: Ch. 16; Final Reflection Paper due:** Lecture: Small Group presentation, Group Quiz and Group Activities (5 points).

### **Week 15**

12/16– **As needed**

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## **IMPORTANT**

**Note:** Changes in any of the above assignments 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 without FIRST making arrangements with the instructor to take the test, the test cannot be made up.



