

ENG K131 Intro to Speech Communication

Sec M04 MW Room MOH 112A

Instructor: Susan M. Topping

Office: Phone: 892 5763 e-mail: [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu)

Office Hours: MW 8:00-9:00am; 11:00-12:00pm, and by appointment

### 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.

### REQUIRED TEXTS

*Public Speaking for College and Career.*

Magazine: The student is responsible for access to one of the following magazines throughout the semester: *Time*, *Newsweek*, *New York Times Sunday Magazine*, *The New Yorker*, or a similar magazine (check suitability with me first)

Tape: Mini DVD+RW (8cm) disc

### LEARNING OUTCOMES

Upon successful completion of ENG 131, 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 all secondary sources within speech according to acceptable guidelines.
- Analyze and provide productive, useful, and constructive critique of peer speech presentations.

## ASSIGNMENTS AND GRADING

Short 3 minute speeches

Entertaining	5 pts
Impromptu	5 pts
Informative 5 minute speeches (15 pts each)	
2 presentations with commentary from magazines	30 pts
Persuasive 8 minute speech	
Persuasive speech with 3 outside references	25 pts
Self Assessment	10 pts
Web site evaluation	5 pts
Peer review	10 points
Class participation	10

ALL SPEECHES MUST BE COMPLETED AT ASSIGNED TIME. IF SCHEDULE PERMITS, LATE SPEECHES WILL BE ACCEPTED UP TO ONE WEEK PAST THE DUE DATE BUT WILL BE DOWNGRADED ONE LEVEL.

## MAJOR SPEECH REQUIREMENTS

- Outlines must be in MLA form and submitted according to schedule
- Speeches must be on different topics
- Specific criteria for each speech will be generated in class
- Please do NOT enter the room while a speech is in progress
- Please remember that peer feedback is vital. Read “Listen Critically” (15-6) and “Offer Constructive Feedback” (17) in Pocket Guide. Be sure to make your comments specific, and make your suggestions for improvement reasonable.
- At least one speech must incorporate visuals.

## COURSE POLICY

### Attendance

Attendance is a requirement. Two or more absences will have a negative affect on your grade. If you miss class, it is up to you to find out what you have missed and make up the work in whatever way you can. If you are going to be absent, you need to inform me by email.

N.B. This class is dependent upon your individual attendance and participation. If you are not prepared, regularly miss class, or do not participate constructively in peer feedback, you will find it difficult to pass this class.

### Classroom Decorum

If you are late, leave class early, or allow your cell phone to ring, you are being disruptive. I expect you to come to class on time with all the necessary texts and remain in the classroom for the entire period. Disruptive behavior will have a negative affect on your grade.

### Plagiarism

Plagiarism is the intentional use of someone else’s words or ideas. It is a serious violation of academic standards that is subject to one or more of the following penalties: a failing grade for the paper; a failing grade for the course; a report to the administrative

authorities for appropriate action (i.e. a notation on the student's permanent record, suspension, or expulsion). In addition, please read the TRCC Policy on Academic Honesty in the Student Handbook or on-line.

#### **STUDENTS WITH DISABILITIES**

Any student with a hidden or visible disability which may require classroom modification should see me during the first week or two of class so that an appropriate plan to meet your needs may be arranged.

#### **WITHDRAWAL FROM CLASS**

Up to March 30<sup>th</sup>, a student may officially withdraw at the Registrar's Office for any reason without the signature of faculty. From March 31<sup>st</sup> to April 23<sup>rd</sup>, a student may withdraw with the signature of the instructor or advisor. Any student who stops attending class, but does not officially withdraw, will receive a grade of F for the course. However, withdrawal grades may have a negative impact on financial aid and academic progress. Please see an advisor before you withdraw.

#### **MESSAGES AND CONFERENCES**

If you need to reach me, please call my office phone or email me at [stopping@trcc.comnet.edu](mailto:stopping@trcc.comnet.edu). I am also available during office hours and look forward to meeting with you to discuss your work. If my office hours are not convenient for you, please make an appointment to see me at another time.

## TENTATIVE SCHEDULE

### WEEK ONE

M 1/22 Introduction

W 1/24 Read Parts 1, 4 and 5 in *Pocket Guide*

### WEEK TWO

M 1/29 Practice Entertaining Speech

W 1/31 Practice Entertaining Speech

### WEEK THREE

M

Read Parts 2 and 3 in *Pocket Guide*

Entertaining Speech for Grade

Th 9/14

Entertaining Speech for grade

### WEEK FOUR

T 9/19

Bring in article for Informative speech #1

Read Parts 6 and 7

Prepare outlines

Th 9/21

Practice Informative Speech #1—Please bring copies of speech outline for each student and me to class.

### WEEK FIVE

T 9/26

Practice Informative Speech #1—Please bring copies of speech outline for each student and me to class.

Th 9/28 Informative Speech#1 and outline for grade.

### WEEK SIX

T 10/3 Informative Speech#1 and outline for grade

Topics for impromptu speech to be emailed by 8am, Tuesday 10/3 to [stopping@trcc.comnet.edu](mailto:stopping@trcc.comnet.edu)

TH 10/5 Informative Speeches and outline for grade

Impromptu speeches—we will be doing these throughout the semester.

Topics for Informative Speech #2 and criteria discussed.

### WEEK SEVEN

T 10/10

Practice Informative Speech #2—Please bring copies of speech outline for each student and me to class.

Th 10/12 Practice Informative Speech #2

#### WEEK EIGHT

T 10/17 Informative Speech #2 for grade

Th 10/19 Informative Speech #2 for grade.

Discuss Persuasive Speech topics.

#### WEEK NINE

T 10/24 Informative Speech #2 for grade

TH 10/26 Persuasive speech/argumentation

#### WEEK TEN

T 10/31 Written work: Watch and listen to your tape and write up a 500 word evaluation that addresses the strengths and weaknesses of your speech delivery. Be specific and include strategies for improvement. Please use MLA form.

TH 4/6 Practice Informative Speech #2

Informative Speech #2 for Grade—bring outline

Start researching Persuasive Speech topics.

#### WEEK ELEVEN

T 4/11 Informative Speech #2 for grade--bring outline

TH 4/13 Discuss Persuasive Speech structure.

Bring sources for Persuasive Speech to class. I will need copies of all sources you use, marked according to directions, due on practice/grade days.

#### WEEK TWELVE

T 4/18 Practice persuasive speeches. Please bring copies of speech outline for each student and me to class.

TH 4/20 Practice persuasive speeches. Please bring copies of speech outline for each student and me to class.

#### WEEK THIRTEEN

T 4/25 Persuasive speech and outline for grade

TH 4/27 Persuasive speech and outline for grade

#### WEEK FOURTEEN

T 5/2 Persuasive speech and outline for grade

TH 5/4 Written work: Watch your entire tape and assess your improvement.

Length: 500 words Form: MLA

Makeup speeches.

Although there are no classes scheduled during exam week, I am reserving exam week for make-up classes should e need them, and, if necessary, will adjust the schedule accordingly.

