

Syllabus

**COM K173: Public Speaking
CRN 11013**

**Three Rivers Community College
Mohegan Campus Rm. 304
Wed. 6:30-9:15**

Instructor: Elaine L. Violette

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Spring 2007

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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*, 7th edition, Hamilton Gregory

Mini DVD+RW (8cm) disc.

Notebook and pocket folder

Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Material given weekly in class for the afternoon's discussions and activities and for future preparation is timely and necessary for optimum learning and evaluation. Much in-class work can not be made up and your presence for *active listening* is vital to speech improvement. Absences may affect your grade. **Since the class meets only once a week, more than 2 absences will most likely reduce your grade.** If a class must be missed, it is not necessary to explain your reason. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate. Email me to find out about class information missed that may not be on syllabus.

Due date of speeches must be adhered to. Please do not come in and ask if you can give your speech in the next class because you are not prepared for whatever reason. The syllabus gives presentation dates, so you will know far enough ahead to prepare. It isn't fair to other students to give special privileges. If you are not prepared with your outline and speech, you will receive a 0 for that speech.

NOTE: Quizzes cannot be made up.

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

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 (860-383-5217). 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 officially withdraw, you will receive an F for the semester. Last day to withdraw, Mar. 30th.

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. Any plagiarized work in a speech will result in an F for the semester.

Class Cancellations: In case of an unexpected class cancellation, a phone tree will be created to allow students to be notified. I will also leave a message on the college voice mail system.

Cell Phones: Please keep cellular phones off or turned to silent mode. Under no circumstances are cell phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone, the student should speak to me prior to class, so that together we can arrive at an agreement.

Assignments and Grading:

Various short speeches (to be announced) 1-3 minutes	5 pts.
Informative/Inspirational speeches (outlines/ 3 references as assigned) 4-6 minutes	
Presentations (2)	40 pts.
Persuasive Speech - (outline/visuals/ 3 references min.) 5-8 minutes	25 pts.
Class work/participation	15 pts.
Quizzes	10 pts.

Total Points	100 pts.
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Major Speech Requirements – Read Carefully:

1. Outlines **must** be word processed and submitted before your 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).
2. Major speeches must be on varied topics. Topics must be conducive to an academic setting.
3. You must use a visual on the Persuasive Speech.
4. Use at least 3 current and credible sources and include MLA bibliography with required Topic Outline.
5. All speeches in a category are **due the first day** for everyone.
6. A written self-evaluation is due the next class for video taped speeches.
7. Please DO NOT enter the room while a speech is in progress.
8. Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and **will** affect your participation grade.

9. Regular attendance, cooperation, thoughtful responses, and helpful peer evaluations create a stimulating learning atmosphere. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum

10. When preparing for a speech, **Practice, Practice, Practice!**

11. **Revision to Syllabus**

The information contained in this syllabus is subject to revision at the discretion of the instructor. Students will be notified of any necessary changes due to time restraints, etc. **This is the only syllabus that you will receive. Please keep it in a secure place in your notebook.**

Elaine L. Violette
COM 173/CRN 11013
Wed. 6:30PM – 9:15PM

Day-to-Day Syllabus

Remember to bring audio video tapes on ALL assigned presentation days.

Expect quizzes/Reading Checks on chapters periodically.

Order of presenters will vary on speech days

W 1/24 – Intro to Course/ getting acquainted group activity/expectations

Ch. 1 Notes and Discussion/video – self-Introduction speech

W 1/31 - **Due: Ch. 2 and Ch. 3** (Controlling Nervousness and Listening);

Be prepared to present **Self-Introduction speech** (1-3 min.)

W 2/7 -Due: Ch. 4 and Ch. 5 (Reaching the Audience and Selecting topics);

In class reading: **Ch. 18** – pp. pp. 425-429.

Choose your topic for Entertaining Speech (see p. 102) to be presented next week.

Impromptu warm-ups

W 2/14 -Due: Ch.6 and Ch. 7 (Finding Information/Using information wisely)

Choose your topic for informative speech.

Entertaining Speech Presentations tonight: 2-3 min.

W 2/21 -Due Ch. 8 and Ch. 11 (Body of Speech /Supporting your Ideas)

Library Night for Research on Information topics

W 2/28 Due: Ch. 10 and Ch. 12(Intro's and Conclu /Outlining the Speech) **Bring all sources from Library Night to class. In class: Outlining Speech**

W 3/7 -Due: Ch. 14 (Delivering the Speech)

Informative Speech Presentations. (4-6 min) ** In order to receive credit, your typed **TOPIC** outline **MUST** be handed in today before your speech. Include MLA formatted works cited for sources used. An information speech without a correct work cited is **NOT VALID**

W 3/14 - Due: CH. 15 Complete Informative Speeches / In class discussion:

Inspirational Speeches

W 3/21 NO CLASS: SPRING BREAK 3/18-3/25

W 3/28 Due: Ch.9 and Due CH. 13 (Visual Aids/Wording the Speech). Come to class with your topic for inspirational speech and idea for visual.

W 4/4 –Due: Inspirational Speeches and all typed Topic Outlines (4-6 min.) and Written Assignment: Tape and listen to your inspirational speech during practice and write a self evaluation that analyzes what is working, and what needs to be improved – be specific and include details.

Be sure to bring DVD. All speeches will be video taped.

W 4/11 – Due Ch. 16 and Ch. 17 (Speaking to Persuade/Persuasive strategies) and complete review questions p. 392 and p. 420
Inspirational Speeches completed/ DVD taping

W 4/18 – Due: Library Research Night for Research /Visual Preparation and completed full sentence outline

W 4/25 – Due Completed Full Sentence Outline and Topic Outline for Persuasive Speech. Ch. 16-17 Review Questions Due

W 5/2 – Due: Final Exam Persuasive Speeches Presentations begin with visual and Topic outlines w/work cited and Speaking Notes - (5-8 min.) All presentations will be videotaped. Bring DVDs

**W 5/9 Due: Ch. 18 and Ch. 19 WITH Review Questions
Final Exam Persuasive Speeches continued with videotaping**

*******LAST DAY OF CLASS*******