

INTRODUCTION TO PUBLIC SPEAKING COM K173---SPRING 2007

Mondays-6:30-9:15 P.M.
Mohegan Campus: Room 305
CRN: 10566; Section: M03
Instructor: Linda A. Wainright M.S., CCC
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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:

Hanna, Michael; Stine, Dick and Gibson, James, *Public Speaking for Personal Success*, Boston: Pearson Custom Publishing, 2005 (Seventh Edition)

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

1. Individual Presentations/Speeches (8 per student; various lengths and types)—45% of the final grade
2. Group Verbal Presentations (1 per student)—7% of the final grade
3. Group Communication Activities---8% of the final grade
4. Evaluation/ Critique Activities—15% of the final grade
5. Tests (1 quiz, 1 midterm, and 1 final exam)—25% of the final grade

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

Anyone who does not come to class on their assigned speech/presentation day (without **first** having put a message on my] email **prior to class**) or comes to class with an excuse for not presenting their talk that day...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: 695 points

A 50-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)

695-645	A
644-626	A-
625-608	B+
607-574	B
573-556	B-
555-539	C+
538-505	C
504-486	C-
485-469	D+
468-435	D
Below 435	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 exercise done by the class can be made up, and extra credit is not assigned. 695 points are the maximum a student can earn, but a 50-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 eek 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 the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received 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 in the Faculty Mail Room (second floor) of the Thames Valley Campus.

Additional Information/Reminders:

1. You must be present in class to participate in the activities.
2. No 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 exercises must be completed in class with your classmates on the same day.
6. Written assignments are due at the beginning of class on each due date. They cannot be completed in class. They will not be accepted at the end of class.
7. Any student caught cheating in this course, including copying a journal or critique, automatically receives a failing grade.
8. You are responsible for keeping an accurate record of all of your points.
9. 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.
10. This will be a fun course.

INTRODUCTION TO PUBLIC SPEAKING

ENG K173

Spring 2007

Instructor: Mrs. Linda A. Wainright, M.S.,CCC

DATES	TOPICS	POSSIBLE POINTS
1/22	Discussion: Course Guidelines; Journal Assignments; Objects Exercise Assignment; Get Acquainted Exercise; Discussion: Initial Suggestions for More Effective Speech Delivery; Introductory Speeches (1 minute); Group Chapter Assignments; Family Roots Assignments; Controversial Statements Activity	(30)-5-(70)- (35)-5
1/29	Object Presentations; Discussion: Chapter Presentations, General Communication Skills, Dyadic Communication, Communication vs. Language vs. Speech, Chapter 1, Elements of Human Communication;	10
*2/5	Chapter 2 (Planning) Presentation; Discussion: Informative Speeches, Basic Speech Guidelines (if time); Assign Informative Speeches; Family Roots Presentations	(5-15-100)
2/12	Frame-Breaking Exercise; Topic Brain-Storming Exercise; Chapter 13 (Informative Speeches) Presentation; Chapter 8 (Outlines) Presentation; Discussion: Outline Review; Family Roots Presentations	5-5
2/19	President's Day: NO CLASS	
*2/26	NAME QUIZ; Chapter 4 (Selecting and Narrowing Topic) Presentation; Family Roots Presentations; Assign Chapter 6 (Supporting/Gathering Materials); Exam Review (if time)	20 - 5
*3/5	Chapter 7 Presentation (Organization); Chapter 9 (Introductions and Conclusions) Presentation; Assign Persuasive Speeches; Discuss and Assign Critiques; MIDTERM (1,2,4,6,7,8,9,13)	75 – (45) - (5-15-100)
3/12	Chapter 14 (Persuasive Speech) Presentation; Test Consensus Activity; Discussion: Speech Delivery; Informative Speeches; Assign Chapter 15 (Proofs)	5
3/19	Spring Break: NO CLASS	
3/26	Chapter 12 Presentation (Delivery); Informative Speeches; Discussion: Listening, Group Communication- Assign Chapter 17	

4/2	Finish Informative Speeches; Discussion: Persuasive Speeches; Continuation of Consensus Activity; Assign Group Dynamics Journal; Begin Persuasive Speeches	5-(5)
4/9	Chapter 11 (Visuals) Presentation; Chapter 3 (Listening) Presentation; Persuasive Speeches	
4/16	NO CLASS	
4/23	Chapter 16 Presentation (Special Occasion Speeches); Chapter 5 (Audience); Discussion: Impromptu Speeches; Nervousness; Impromptu #1	5
4/30	Assign Chapter 10 (Language); Self-Concept; Self-Concept Activity; Exam Review; Assign Class Evaluation	5-5 -5 5-(10)
5/7	Impromptu #2; Peer Verbal Critiques; Finish all verbal assignments; FINAL EXAM (Chapters 3,5,7,11,12,13,15,16,17)	5-5-75
	Ten points will be given to those students who have a maximum of one or no absences during the semester and who are ready to present on ALL 4 of their major presentation days: family roots, chapter presentation, informative speech, and persuasive speech.	10

*Denotes dates that journals are due. Journals relate to the previous week's classes.

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.**