

COM K173: Public Speaking: 30378

Fall 2013

Instructor: Karen Sweeney

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Meets: Monday evenings., Groton Sub-Base, Building 83, Room 317

Office hours: by appointment

Description of the course:

Prerequisite: *ENG K101 eligibility*

Public Speaking introduces students to the principles and basic skills of effective speech communication. Students will research, compose, and deliver speeches of increasing complexity and sophistication. The course familiarizes students with the strategies and techniques of successful informative and persuasive public speaking so students gain an understanding of how communication happens and how people participate in public discourses. The course also exposes students to the rhetorical dimensions of many types of public speech and teaches them to be more critical listeners who can respond rhetorically to complex issues and ideas.

COM K173 Course Outcomes:

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.

Required Materials:

Public Speaking: Strategies for Success, 7th edition, by David Zarefsky

Email and Office Hours:

If you have any questions or want to discuss a particular reading or assignment, feel free to contact me via email. I don't have set office hours, but will gladly meet with you prior to class if you let me know ahead of time. Please email me with any questions or concerns that may arise through the course of the semester. I will respond to emails within 24-36 hours. If you send an email between late Friday and Sunday, I will respond beginning the following Monday.

Assignments:

Informative Speech 1 (10%)
Informative Speech 2 (15%)
Group Project (15%)
Persuasive Speech (20%)
Classwork/Homework (10%)
Participation (10%)
Exams (20%)

Attendance Policy:

This is a class that requires your regular and engaged attendance. Because of the nature of public speaking and public communication, it is important for you to be in class and prepared and committed to listening, thinking critically, and speaking. You should come prepared every day, meaning having read the assigned reading and prepared for any assignments due. I will be taking attendance daily. If you must miss a class due to an emergency, let me know via email.

Tardiness:

Due to the nature of this course, tardiness is very disruptive. There will be many days when students are giving formal and informal presentations, and entering the room while they are speaking can be quite unnerving for speakers. Excessive tardiness will negatively impact your grade.

Preparation:

You are responsible for all reading assignments, all material discussed in class, all handouts distributed in class, and all announcements made in class, including schedule changes. We will be writing in class, discussing, and giving presentations during the course of the semester. Students are expected to demonstrate professionalism in all of these activities. This includes being prepared to *answer* questions related to the reading, as well as being prepared to *ask* questions of clarification or about issues of interest, during class.

Question of the Day / Voice and Diction Exercises:

"Question of the Day" and "Voice and Diction Exercises" are designed to provide you with regular classroom practice in the principles of effective public speaking. Most days, class will begin with one of these exercises, so it is crucial that you arrive on time. During the exercises, students will respond to a question posed to the class. Student generated suggestions will be solicited.

Late Assignments and Make-up Policy:

Late assignments will not be accepted except in the most dire of circumstances. You are expected to attend class on the day you have assignments due. The only exceptions to this will be documented cases of extreme illness, death of a family member, or college or legal obligations. You will be expected to contact me within twenty-four hours of the class meeting and should return to class with the documentation. Even with documentation, you are not guaranteed the opportunity to make-up the missed assignment, and if you are, may do so with a grade penalty. If you are not able to make class when an assignment is due, I will request a digital copy be emailed to me before our assigned class meeting time. When you return, you should bring documentation for your absence as well as a hard copy of the assignment. I do not permit make-ups for in-class assignments.

Speech Policy:

You are expected to come fully prepared for each speech day. All speeches that are assigned are scheduled to be presented on a given day. Because giving speeches takes class time, it is difficult to impossible to find time for presenting late speeches. Please refer to the late assignment policy for questions about missed speeches. If you have specific questions or concerns regarding the policy, please speak with me privately about your situation.

Academic Integrity and Ethics:

The decision to enter college and undertake advanced study is a choice that entails an important set of ethical commitments. One of these commitments is a mindfulness of plagiarism: knowing what it is and how to properly complete assignments competently and ethically. Plagiarism will not be tolerated. Any assignment found to be plagiarized or to come from plagiarized material will receive a grade of zero and the student will be reported to the Academic Dean and Student Services Dean where disciplinary action may be taken.

Students with Disabilities:

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

Class

Cancellation Policy:

In the event that I am not able to attend class, you should find a note posted outside our classroom door. If there is no note but I am not in the classroom, please wait ten minutes before concluding that class has been cancelled. In the event of cancellation, I will make every effort to notify you by email ahead of time. For instructions on class cancellation due to inclement weather, please consult your student handbook, which can be accessed online through the TRCC website.

**Because we are meeting on the sub-base it is possible that a class will be cancelled due to military training events. I will do my best to let you know via email ahead of time if this ever occurs.

Public Speaking: Tentative Student Course Outline

Subject to change by instructor

Monday, August 26	Monday, September 2
<p align="center">Introduction</p> <ul style="list-style-type: none"> ❖ Syllabus review ❖ Zarefsky Chapter 1 <ul style="list-style-type: none"> ➤ Rhetoric ➤ Public Forum ➤ Critical Thinking ➤ Four modes of speech presentation ➤ Verbal and non-verbal communication ➤ Ethos ❖ Speeches of introduction <p>HW:</p> <ul style="list-style-type: none"> ➤ Read Chapters 1 and 2 and 3 Know Terms outlined in these chapters. 	<ul style="list-style-type: none"> ❖ Labor Day – No class

Monday 9/9	Monday 9/16
<ul style="list-style-type: none"> ❖ Discuss Chapter 2: Your First Speech and Chapter 3: Presenting the Speech <p>HW:</p> <ul style="list-style-type: none"> ❖ Fairy Tale speech assignment: Pick a fairy tale you would like to tell the class, but with a twist. Change an element (character, setting, plot, etc.) and make it your own. Memorize but don't script it. 5-6 minutes in length ❖ Read Chapter 4: Listening Critically 	<ul style="list-style-type: none"> ❖ Present Fairy Tale speeches ❖ Discuss Chapter 4: Listening Critically ❖ Review for Test, chapters 1-4 <p>HW:</p> <ul style="list-style-type: none"> ❖ Read chapter 13: Informing ❖ Study for test over Chapters 1-4 ❖ Select a topic for informative speech #1

9/23	9/30
<ul style="list-style-type: none"> ❖ Test, Chapters 1-4 ❖ Discuss Chapter 13: Informing ❖ Review Informative Speech #1 assignment <p>HW:</p> <ul style="list-style-type: none"> ❖ Prepare 4-7 minute Informative Speech #1 ❖ Read Chapter 5: Analyzing Audiences 	<ul style="list-style-type: none"> ❖ Present Informative Speech #1 (4-7 minutes) ❖ Discuss Chapter 5: Analyzing Audiences ❖ Review for quiz, Chapters 5, 13 <p>HW:</p> <ul style="list-style-type: none"> ❖ Read Chapter 6: Selecting a Topic, Chapter 9: Organizing the Speech: The Body and Chapter 10: Organizing the Speech: Introductions, Conclusions and Transitions ❖ Study for quiz, chapters 5,13

Monday 10/7	Monday 10/14
<ul style="list-style-type: none"> ➤ Quiz, Chapters 5,13 ➤ Discuss Chapter 6: Selecting a Topic, Chapter 9 Organizing the Speech: The Body and Chapter 10: Organizing the Speech: Introductions, Conclusions and Transitions <p>HW:</p> <ul style="list-style-type: none"> ➤ Read Chapter 7: Researching the Speech and Chapter 11: Outlining the Speech 	<ul style="list-style-type: none"> ❖ Discuss Chapter 7: Researching the Speech and ❖ Chapter 11: Outlining the Speech <p>HW:</p> <ul style="list-style-type: none"> ❖ Prepare Informative Speech #2: A 5-7 minute researched speech, with complete outline in MLA format. This speech will be taped for the TRCC Communications Department!! ❖ Read Chapter 8: Reasoning

Monday 10/21	Monday 10/28
<ul style="list-style-type: none"> ❖ Informative Speech Number 2 due!!! 5-7 minute Informative speech with outline in MLA format. These speeches will be taped for review by the TRCC Communications Department. ❖ Discuss Chapter 8: Reasoning ❖ Review for test over chapters 6,7,9,10,11 <p>HW:</p> <ul style="list-style-type: none"> ➤ Read Chapter 8: Reasoning ➤ Read Chapter 12: Achieving Style through Language ➤ Study for test over Chapters 6,7,9,10,11 	<ul style="list-style-type: none"> ❖ Test: Chapters 6,7,9,10,11 ❖ Discuss Chapter 8: Reasoning ❖ Discuss Chapter 12: Achieving Style through Language ❖ Discuss group project assignment <p>HW:</p> <ul style="list-style-type: none"> ➤ Read Chapter 14: Persuasion ➤ Select group presentation topic ➤ Come prepared to work in class on group project
Monday 11/4	Monday 11/11
<ul style="list-style-type: none"> ❖ Discuss Chapter 14: Persuasion ❖ Some class time allotted for group project work <p>HW:</p> <ul style="list-style-type: none"> ➤ Working in groups, prepare a group article presentation on a controversial topic. You will each take an aspect of the topic, and find a feature length article from a respected news source and present it to the class. Groups will collaborate on the introduction and conclusion, choosing speakers for both. Finally, your group will facilitate class discussion following your presentation by asking a series of open ended questions, ➤ Read Chapter 16: Occasions for Public Speaking 	No class – Happy Veteran’s Day!

Monday, 11/18	Monday, 11/25
<ul style="list-style-type: none"> ❖ Present Group Projects ❖ Discuss Chapter 16: Occasions for Public Speaking ❖ Discuss special occasion speech assignment <p>HW:</p> <ul style="list-style-type: none"> ➤ Prepare an extemporaneous 3-4 minute ceremonial speech with complete outline in MLA format ➤ Read Chapter 15: Speaking with Visual Aids 	<ul style="list-style-type: none"> ❖ Present special occasion speeches ❖ Discuss Chapter 15: Speaking with Visual Aids ❖ Discuss Final presentations <p>HW:</p> <ul style="list-style-type: none"> ➤ Read Chapter 12: Achieving Style Through Language ➤ Select a topic for your final presentation ➤ Begin research ➤ Select media <p>Happy Thanksgiving!</p>
Monday 12/2	Monday 12/9
<ul style="list-style-type: none"> ❖ Discuss multimedia presentations and view examples ❖ Discuss Chapter 12: Achieving Style Through Language ❖ Review for test over chapters Review for test on Chapters 8, 12,14, 15 and 16 <p>HW:</p> <ul style="list-style-type: none"> ➤ Complete Final Project outline and Thesis for peer review ➤ Continue research and planning ➤ Study for test over Chapters 8,12, 14,15 and 16 	<ul style="list-style-type: none"> ❖ Test over Chapters 8,12, 14, 15 and 16 ❖ Peer Review of Final Project outlines ❖ Begin Final Presentations <p>HW:</p> <p>Practice Final Presentations</p>

Monday 12/16

Last Day of Class

- ❖ Final presentations due!!!!
- ❖ 10 minute researched persuasive speeches using multimedia

Outline due, MLA format

