

COM K173-T4: Public Speaking: 30333
Fall 2014

Instructor: Karen Sweeney
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Meets: TR 2:30-3:45 PM.0, KTRCC D203

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, concerns or want to discuss a particular reading or assignment, feel free to contact me via email. 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 I don't have set office hours but will gladly meet with you before class.

Assignments:

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

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 Exercise:

The "Question of the Day" is designed to provide you with regular classroom practice in the principles of effective public speaking. Class will begin most days with one of these exercises, so it is crucial that you arrive on time. During the exercises, students will respond to a current affairs question posed to the class. Student generated suggestions may 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 attend 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. Late presentations are guaranteed to lose a complete letter grade if proper documentation is not presented. 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 I cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to me. Also, accommodations take effect when I receive the paperwork from a student, and accommodations will not be provided retroactively.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 215-9265	<ul style="list-style-type: none">• Physical Disabilities• Sensory Disabilities• Medical Disabilities• Mental Health Disabilities
Chris Scarborough (860) 215-9289	<ul style="list-style-type: none">• Learning Disabilities• ADD/ADHD• Autism

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 call 860-215-9000 or go online to: www.trcc.commnet.edu

The Writing Center/TASC

Room: C117 (next to the Library).
Phone: 860-215-9082.
Email: TRWritingcenter@trcc.commnet.edu.
Online tutoring: <http://www.etutoring.org/>

Digication Statement

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

Public Speaking: Tentative Student Course Outline

Subject to change by instructor

Tuesday, Aug. 26	Thursday, Aug. 28
Introduction to course ❖ Syllabus review ❖ Speeches of introduction HW: ➤ Read Zarefsky, Chapters 1 and 2	❖ Discuss Zarefsky, Chapter 1 and 2 ❖ Finish introductory speeches HW: Read Ch 3 Know key terms

Tuesday Sept. 2	Thursday, Sept. 4
❖ Finish discussing Ch. 2 and Chapter 3: Presenting the Speech – also coping with fears of public speaking ❖ Go over Informative Speech #1 assignment, due Tues., Sept 9 ❖ Review for test, chapters 1-3 HW: ❖ Read Chapter 4: Listening Critically ❖ Study for test, Ch. 1-3	❖ Test, chapters 1-3 ❖ Discuss Chapter 4: Listening Critically ❖ HW: Prepare Informative Speech #1 due Tuesday, Sept, 9

Tuesday, Sept. 9	Thursday Sept. 11
<p>Present Informative Speech #1</p> <p>HW:</p> <ol style="list-style-type: none"> 1. continue practicing speeches for those who have not yet presented 2. Read Chapter 13: Informing 	<ul style="list-style-type: none"> • Present Informative Speech #1 <p>HW:</p> <ol style="list-style-type: none"> 1. Read Chapter 5, Analyzing Audiences and Chapter 6, Selecting a Topic

Tuesday Sept 16.	Thursday, September 18
<ul style="list-style-type: none"> • Finish Informative Speech #1 presentations • Discuss Informative speaking and audience analysis <p>HW: Read Chapter 9, Organizing the Speech: The Body and Chapter 10: Organizing the Speech: Introductions, Conclusions and Transitions and 11 Outlining the speech</p>	<ul style="list-style-type: none"> • Finish discussing informative speaking, topic selection and audience analysis. • Begin discussion of speech organization, intro's, conclusions and transitions and speech outlines • Discuss Informative Speech #2 requirements, a researched speech with complete preparation outline Due Thursday, October 2 <p>HW:</p> <ol style="list-style-type: none"> 1. Select topic for informative speech #2 and begin conducting research and working on preparation outline, due for peer review T, Sept. 30 2. Read Chapter 7: researching the speech

Tuesday, Sept. 23	Thursday, Sept 25
<ul style="list-style-type: none"> ❖ Finish discussion of Outlining and Organizing the speech, introductions, conclusions and transitions ❖ Discuss using research in speeches and citing sources orally ❖ View examples of informative speeches <ul style="list-style-type: none"> ➤ HW : Begin organizing research ➤ Prepare audience analysis questions regarding your topic 	<ul style="list-style-type: none"> ❖ In class Audience analysis exercise <p>HW:</p> <ul style="list-style-type: none"> ❖ Finalize preparation outline and Works Cited page to bring to class Tuesday for peer review. Write a paragraph regarding how in-class audience analysis exercise helped you shape your speech. <p>❖</p>

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Tuesday Sept. 30	Thursday, Oct 2
<p>In class peer review of preparation outline, works cited page and audience analysis paragraph.</p> <p>View examples of researched informative speeches</p> <p>HW: Prepare Informative Speech with preparation outline, works cited page and evidence of audience analysis, due Thursday</p>	<p>Informative Speech #2 DUE!!!! With complete preparation outline, works cited page and audience analysis paragraph.</p>
<p>Tuesday Oct 7</p> <p>Continue Informative Speech #2 presentations</p> <p>HW: Read Chapter 8: Reasoning</p>	<p>Thursday Oct. 9</p> <ul style="list-style-type: none"> ❖ Finish Informative Speech #2 presentations ❖ Review for test over introductions, conclusions, transitions, outlining and audience analysis ❖ Discuss using logic in speeches ❖ HW: Study for exam, chapters 5, 9, 10, 11

<p style="text-align: center;">Tuesday October 14</p> <p>Test, Chapters 5, 9, 10, 11</p> <ul style="list-style-type: none"> ❖ Discuss guidelines for Fairy Tale Speech, due Tuesday, October 21 ❖ Fairy tale components <p>HW:</p> <p>Select Fairy tale for speech</p> <p>HW: Read Chapter 12, Achieving Style Through Language</p>	<p style="text-align: center;">❖ Thursday, October 16</p> <p>Discuss the power of language choices in your speeches</p> <p>HW: Finalize Fairy Tale speech, due Tuesday, Oct. 21 with fairy tale written in MLA format, as well as a copy of the fairy tale from which your tale originated</p>
<p style="text-align: center;">Tuesday Oct 21</p>	<p style="text-align: center;">Thursday October 23</p>
<p>Fairy Tale Speeches due!!</p>	<p>Continue Fairy Tale Speech presentations</p> <p>HW: Read Chapter 16: Occasions for Public Speaking</p>
<p style="text-align: center;">Tuesday, Oct 28</p>	<p style="text-align: center;">Thursday, Oct. 30</p>
<ul style="list-style-type: none"> ❖ Discuss occasions for Public Speaking ❖ Discuss Ceremonial Speaking assignment, due Tuesday, November 4 ❖ HW: Read chapter 14, Persuading and Chapter 15 Speaking with Special Aids ❖ Select occasion for ceremonial speech 	<ul style="list-style-type: none"> ❖ Discuss Persuasive speaking and Speaking using multimedia ❖ View Examples <p style="text-align: center;">HW: Prepare ceremonial speech 3-4 minutes</p>

Tuesday, Nov. 4	Thursday, Nov. 6
❖ Ceremonial Speeches due with typed outline and description of occasion	Continue Ceremonial Speech presentations Finish discussing persuasive speaking and using multimedia in a speech HW: TBA

Tuesday, Nov. 11	Thursday, Nov. 13
No Class Veteran's Day	<ul style="list-style-type: none"> ➤ Discuss Group project requirements. Group Project due Thursday, November 20 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 ➤ Class time to begin group work ➤ Review for test on Chapters 14, 15 and 16 ➤ HW: Find article for group project and summarize it <p>Study for test, chapters 14, 15, 16</p>

Tuesday, Nov. 18	Thursday, Nov. 20
<ul style="list-style-type: none"> ❖ Test over persuasive and ceremonial speaking and speaking with multimedia ❖ Discuss Final Project, a 10 minute researched persuasive speech incorporating multimedia, due 12/2 ❖ Some class time for group work ❖ HW: Finalize group project, due Thursday, 11/20 with one group outline in MLA format and Works Cited page 	<ul style="list-style-type: none"> ❖ Group Project due!!! HW: <ul style="list-style-type: none"> ➤ Select topic for final project and prepare three audience analysis questions Begin research and organization of final project outline
<p>Tuesday, Nov. 25</p> <p>Finish Group Project Presentations</p> <p>Audience analysis exercise for final project</p> <p>HW: Finalize preparation outline and Works Cited page for final project and select multimedia.</p>	<p>Thursday, Nov. 27</p> <p>No class</p> <p>Happy Thanksgiving!</p>

Tuesday Dec. 2	Thursday, Dec. 4
<p>Final Presentations due with complete preparation outline and works cited page in MLA format!!</p> <p>10 minute researched persuasive speech using multimedia</p>	<p>Continue final presentations</p>

Tuesday, Dec. 9	Thursday, Dec. 11
Continue final presentations	Continue final presentations Final thoughts

Tuesday, Dec. 16
❖ Make up – Instructor's discretion

