

## INTRODUCTION TO PUBLIC SPEAKING

Com K173-Spring 2009 10469- 9:30-10:45 – rm 228 / 10471-12:00-1:15 – rm228

**Instructor:** Elaine Violette **Office Hrs:** by appt. **Email:** eviolette@trcc.commnet.edu

**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:*

#### Learning Outcomes

- Compose and deliver several types of speeches of increasing length and complexity (introduction, entertainment, informative, motivational, and persuasive) representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose formal speech outlines.
- Incorporate the appropriate, formal argument models and patterns of organization for each speech delivered.
- Use speaking notes effectively.
- Use verbal and non-verbal communication effectively.
- Demonstrate an awareness of audience analysis and feedback during speech deliveries.
- Use audio and visual aids and power point to enhance speech deliveries.
- Document information using MLA format.
- Provide constructive critiques of speech deliveries of peers.

#### Requirements:

**Textbook:** *Public Speaking for College and Career, 8<sup>th</sup> edition, Hamilton Gregory*

**Mini DVD+RW (8cm) disc.**

**Notebook and pocket folder / 4”X6” index cards**

**TIME or NEWSWEEK**

#### Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. In-class work can not be made up. Your presence for *active listening* is vital to speech improvement.

**More than 3 absences will seriously affect your grade. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate. Email me for class information missed that may not be on syllabus.**

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

**Student Disabilities:** Individuals with psychological, learning, physical or sensory disabilities needing accommodations can schedule a meeting at the Counseling and Advisory Center by calling 860-892-5751. 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 withdraw, you will receive an **F** for the semester. **Last day to withdraw is May 11<sup>th</sup>/Last day for add/drop Feb. 3rd**

**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. Plagiarized work will result in an F for the semester.

**Class Cancellations:** In case of an unexpected class cancellation, **be sure I have correct emails and phone #s.** If emails or phone #s change during the semester, please email me on the change.

**Cell Phones:** Please keep cellular phones off or turned to silent mode. When there are extenuating circumstances that require that a student be available by phone, speak to me prior to class, so that together we can arrive at an agreement.

**Grading Procedure:** All activities will have an assigned point value. No class activities can be made up outside of class and no extra work is assigned as make-up work for any missed activities.

Course Evaluation

Short speeches	15%
Informative Speeches	20%
Persuasive Speeches	20%
Inspirational Speeches	20%
Tests//Hmwk	10%
Attendance/Participation	15%

**Major Speech Requirements – Read Carefully:**

1. Outlines **must** be word processed and submitted on due date. 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). TRCC has computers readily available if your home computer is dysfunctional.

**Check Power Points on classroom computer a class before a major speech.\***

2. Speech Topics must be conducive to an academic setting.
3. Power Points required
4. Please **DO NOT ENTER** the room while a speech is in progress.
5. Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early **will** affect your grade.
6. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum.
7. **A student absent on speech day is required to present the next class day and loses 10 points per class day up to 3 class days (-30 pts.). A student present on assigned speech day but unprepared loses 5 points each day. Make-ups not allowed after 3<sup>rd</sup> day of presentations. Student will receive a zero.**
8. This is the **only** syllabus that you will receive. Please keep it in a secure place in your notebook.
9. Tests cover reading assignments. Careful reading is essential.
10. Absences: Students lose 5 points off semester average for each absence after the 2<sup>nd</sup> absence. Students with 2 or fewer absences will have 5 extra pts. added to their semester average.

**Check to see if you have the same version of power point that is in classroom during preparation NOT on day of speech. Beginning your power pt on school computers will assure correct version in class.**

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**Please note when review questions are due, we will cover the questions in class with spot checks. They will be spot checked on test days. Keep all questions in your notebook.**

<u>Dates</u>	<u>Topics</u>
1/22	Discussion: Course Guidelines; DVD+RW, CDs; Objects Exercise Assignment; Get Acquainted Exercise. <b>Ch. 1 overview</b> (Take Notes) Video: Intro Speech.
1/27	<b>Due Ch. 2</b> (Nervousness) and <b>Ch. 3</b> (Listening) <b>DVD+RW</b> disc to be checked. <b>Complete review questions</b> both chapters. Students chosen at random to answer questions. Listening Activity; Entertainment Speech assigned. <b>Intro/Object Speeches begin.</b>
1/29	<b>Due Ch. 4</b> (Audience)+ <b>Review Questions. Read pp. 399-402</b> on Entertaining Speeches; Intro/Object Speeches cont. Audience activity.
2/3	<b>Entertaining Speeches begin.</b> (2-4 min.). Begin research for Magazine Speech Choose articles from TIME or Newsweek for current topic. See syllabus handout.
2/5	<b>Due Ch. 5</b> (Selecting Topics)+ <b>Review questions.</b> Discussion: Specific Purpose, Central Idea activity. Magazine Speeches prep: Articles from TIME, NEWSWEEK, or scholarly article due today (Read and studied!) Entertaining Speeches continued.
2/10	<b>CH. 12</b> (Outlining) + <b>Review Questions. Bring Magazine articles to class for outlining and notecard activity.</b> Article should be read and studied! Impromptus
2/12	<b>Due Ch. 15</b> (Speaking to Inform)+ Questions. <b>Magazine Speeches begin (2-4) mins.</b>
2/17	<b>TEST#1- Chapters: 1,2, 3,4, 5, 12 15; Magazine speeches completed.</b> Discussion: Informative speeches.(See syllabus); <b>Review questions checked.</b> Staple or clip together with name clearly written in top margin. Choose topic for informative speech.
2/19	Due <b>Ch. 6</b> (Finding Information) and <b>Ch. 7</b> (Evaluating Information)+ <b>questions. Informative Speech Topic, Specific Purpose, and Central Idea (TYPED) due today.</b> Discussion: Preparing full sentence outline;
2/24	<b>Due: Ch. 8</b> (Supporting Your Ideas) and <b>Ch. 9 (Visuals)</b> +Review Questions Bring to class <b>two sources with work cited information and visual idea.</b> Impromptus
2/26	<b>Due Ch. 10</b> (Body of Speech) and <b>Ch. 11</b> (Intros and Conclusions)+ <b>Review questions</b> and 1 <sup>st</sup> draft of <b>full sentence outline</b> due today.
3/3	<b>Due: Typed Full Sentence Outline</b> , with Visual Information and MLA Work Cited. Only outlines in formal format (as seen in text) accepted for grading. Test Review
3/5	<b>TEST: chs. 6,7,8, 9, 10, 11; Review questions checked. Speech videos .</b> Discussion: Delivery prep for upcoming speech.

- 3/10 **Due Ch. 14** ( Delivery). **Informative Speeches begin** (4-6 min) with **Visuals and TYPED Topic Outline**. **Outlines collected at the beginning of class.** Remember to number your notecards and check computer set up.
- 3/12 **Day 2 of Informative Speech presentations** with **topic outline** and **Visual** (4-6 minutes); Speech journal discussion
- 3/15-22 Spring Break**
- 3/24 **Due: Ch. 16 and 17+ Questions (Speaking to Persuade) and Speech analysis journal #1. Choose persuasive topic for next speech.**
- 3/26 **Due Ch. 13 (Wording the Speech)+ Questions. Bring Typed: Chosen topic, Specific Purpose, Central idea**; Discussion: Art of Persuasion and group activities
- 4/2 **Due Full Sentence Outline with sources and visual for Persuasive Speech**  
Discussion: Analysis journals, peer critiques, DVD+RW
- 4/7 **Persuasive Speeches begin. Visuals (PP) and typed Topic Outline due:** Notecards required. Speeches video taped. **BRING DVD+RW** disk (8-10 min.); Peer critiques
- 4/9 **Persuasive Speeches cont.** peer critique and video taping.
- 4/14 **Persuasive Speeches cont.** All speech analysis journals due by next class
- 4/16 **Due Chapter 18+Questions. Speeches continued if needed. Group Activities/Impromptus**
- 4/21 **Due Chapter 19** (Group Communication); Discussion: Kidney Machine Consensus Activity.
- 4/23 **Test #3 – Ch. 13, 16, 17,18, 19.** Questions checked. Inspirational Speech prep.
- 4/28 **Due: Topic, specific purpose and central idea for Inspirational Speeches;**  
Discussion: In class reading of inspirational speeches and techniques.
- 4/30 **Due: Outline draft for inspirational speech.** Continue class readings of inspirational speeches.
- 5/5 **Final Exam: Inspirational Speeches with power point, visual and topic outline**  
Students must be present for each day of Final Exam Speech.
- 5/7 **Final Exam Inspirational Speeches continue**
- 5/12 **Final Exam: Inspirational Speeches Completed.**
- 5/14 **Impromptus and unfinished business**

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**NOTE; 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.**

**NOTE:** If classes and/or tests are cancelled 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 a test or the final without **FIRST** making arrangements with the instructor to take the test/final beforehand – then the test/final can not be made up.

**NO EXCEPTIONS.**

**See attached instructions for speeches**