

## INTRODUCTION TO PUBLIC SPEAKING

### Com K173-Spring 2008

Instructor: Elaine L. Violette  
Mohegan Campus: Room 309

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Office Hours: By Appointment

**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, 7<sup>th</sup> 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 day'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. **More than 3 absences may seriously affect 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.

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

**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 ( 860-383-5240). 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 is April 29<sup>th</sup>.

**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 (1-5 minutes)                     | 15% |
| Major Speeches (outlines/ min. 2 sources or as assigned) | 60% |
| Group participation and written assignments              | 10% |
| Tests (3)  | 15% |

(The above percentages are approximate)

**Grading Procedure:** All activities will have an assigned point value. In order to participate in activities, you must be present in class the day of activity. No class activities can be made of outside of class and no extra work is assigned as make-up work for any missed activities. Students must be ready to give speeches when assigned. Shorter speeches can not be made up and long speeches have a 10 pt. penalty and must be made up the following class day.

**Assignment Points**

|                          |     |
|--------------------------|-----|
| Intro Speech             | 5   |
| Object Speech            | 10  |
| Entertaining Speech      | 10  |
| Family Roots Speech      | 30  |
| Magazine Article Speech  | 30  |
| Outline Drafts (2)       | 20  |
| Full Sentence Outline    | 30  |
| Journals (2)             | 20  |
| Impromptus               | 10  |
| TESTS (3)                | 150 |
| Information Speech       | 100 |
| Persuasive Speech        | 100 |
| Inspiration Speech       | 100 |
| Attendance/Participation | 65  |

**Possible: 680**

**A 30-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)

|           |    |
|-----------|----|
| 650-602   | A  |
| 601-585   | A- |
| 584-569   | B+ |
| 568-537   | B  |
| 536-520   | B- |
| 519-504   | C+ |
| 503-472   | C  |
| 471-455   | C- |
| 454-439   | D+ |
| 438-407   | D  |
| 406-390   | D- |
| Below 390 | F  |

**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). Please do not ask to email assignments after class meeting.
2. Speech Topics must be conducive to an academic setting.
3. Two Power Points required as assigned
4. Use at least 2 current and credible sources and include MLA bibliography for long speeches.
5. Please DO NOT enter the room while a speech is in progress.
6. Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and **will** affect your participation grade. Points will be deducted for each tardy after the first two.
7. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum
8. Any student who is not ready to present on the assigned days for long speeches will receive a 10% reduction of grade and must present the following week.
9. This is the only syllabus that you will receive. Please keep it in a secure place in your notebook.
10. Test contents cover reading assignments. Careful reading is essential

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| <u>Dates</u> | <u>Topics</u>   |
|--------------|---|
| 1/24         | Discussion: Course Guidelines; Objects Exercise Assignment; Get Acquainted Exercise; Ch. 1 and 3 overview (Take Notes);Introductory Speeches (1 Min).             |
| 1/29         | Due Ch. 2 (Nervousness); Discussion and Group chapter review and presentation; Fear Handout; Entertainment Speech assignment; Object Speeches begin( 2 min) .     |
| 1/31         | Due pp. 399-402 and Entertaining Speeches ( 3 min.); Discussion: General Communication Skills; Family Roots Assignment  |
| 2/5          | Due Ch. 4 (Audience Analysis); Audience analysis exercises; Speaker Credibility and the role of research  |
| 2/7          | Family Roots Presentations (5 min.); Discussion: Informative Speeches assigned  |
| 2/12         | NO class – Lincoln’s Birthday   |
| 2/14         | Due Ch. 12 (Outlining) and Ch. 15 (Speaking to Inform); Discussion: Outline and structure; Finding Information; Group exercises; Family Root Presentations.       |
| 2/19         | <b>TEST: Chapters: 1,2, 3,4, 12 15;</b> Discussion: Informative speeches – Topics brainstorming, seeking sources; Family Roots Presentations.                     |
| 2/21         | Due Ch. 5 (Select topic/Purpose and Central Idea) and Ch. 10 (Organization); Discussion: Basic Speech Guidelines in Preparation; Group Exercises and Presentation |

- 2/26 Due Ch. 8 (Supporting Your Ideas) and (Ch. 6 Finding Information); Discussion: Citing Sources – MLA; Controversial Statements Activity; Magazine article assignment; Analyzing speeches through video.
- 2/28 Due Ch. 7 (Evaluating Information and Avoiding Plagiarism); Magazine article speeches begin (3 min.); Bring article, but use only notes.
- 3/4 Due Ch. 11 (Introductions and Conclusions) and first Outline drafts; Discussion and group activities: Getting your audience’s attention; Magazine article Speeches.
- 3/6 Due: Second Draft of Full Sentence Outline; Discussion: Plugging in source information and visuals; Magazine article speeches; analyzing articles for research.
- 3/11 Due Ch. 9 (Visuals) Library Research Day – no regular class
- 3/13 **TEST: Chs. 5, 6, 7, 8, 9, 10;** Discussion: Speech delivery tips and Visual expectations; topic outlines
- 3/18 -3/20 - **Spring Break**
- 3/25 Ch. 14 (Delivery); 1<sup>st</sup> Informative Speech with **topic outline** and Visual (6-8 minutes)
- 3/27 Information Speeches completed. Discussion: Ch. 14 techniques and review; impromptus
- 4/1 Due: Ch. 16 (Speaking to Persuade); Discussion: Preparation for Persuasive Speeches; choosing topics; group activity; impromptu speeches (1 min.)
- 4/3 Due Ch. 17 (Persuasive Strategies), chosen topic and central idea; Discussion: Art of Persuasion and group activity; Review of persuasive speech requirements
- 4/8 Due Ch. 13 (Wording the Speech) and outline draft with sources and visual arrangement; Discussion: Personal speech analysis journals
- 4/10 Persuasive Speeches with Visuals and Topic Outline: Speeches will be video taped. BRING DVD+RW disk (8-10 min.); Peer critiques
- 4/15 Persuasive Speeches cont. All journals due by next class.
- 4/17 Due Chapter 18 (Special Types of Speeches) Persuasive Speeches completed; Inspirational speeches; Preparation for final exam speech; Video analysis and written analysis of speeches.
- 4/22 Due Chapter 19 (Group Communication), topic and central idea for final exam speech; Discussion Group Communication; Kidney Machine Consensus Activity
- 4/24 Library Research Day if time permits
- 4/29 Inspirational Speeches with Power Point and topic outline (8-10 min.)

- 5/1 Inspirational Speeches cont.
- 5/6 Inspirational Speeches; Final Test Prep
- 5/8 **Final EXAM - CHs. 13, 14, 16, 17, 18, 19**
- 5/13 as needed

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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.**