

Syllabus

COM K173: Public Speaking
CRN

Three Rivers Community College
East Lyme High School

Wednesdays 5:30 - 8:15 pm

1/21/09 -5/13/09

Professor: Janet Zito

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SPRING 2009

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:

- Compose and deliver several primary types of speeches of increasing length and complexity (Introduction, Entertaining, Informative, Motivational, and Persuasive Speeches), representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose speech outlines according to formal outlining techniques.
- Analyze, recognize, and incorporate the appropriate, formal argument models and patterns of logic for each given speech.
- Devise, compose, and utilize appropriate *speaking notes* to facilitate and enhance the delivery of speeches.
- Utilize both verbal and non-verbal strategies to effectively communicate with audience during speech presentations.
- Understand the importance of audience analysis and demonstrate an ability to be aware of and utilize audience feedback during speech presentations.
- Use audio and visual aids, including PowerPoint, where appropriate, to enhance speech presentations.

- Document information obtained through research using MLA format.
- Analyze and provide productive, useful, and constructive critique of peer speech presentations.

Eligibility for Course: Eng. 100

Requirements:

Textbook: *Public Speaking for College and Career, 8th edition, Hamilton Gregory*
Mini DVD+RW (8cm) disc. *Please bring to class before needed for formatting.*

Notebook and pocket folder

Policies: (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Materials and activities covered in class 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. **Since the class meets only once a week, more than 2 absences will most likely reduce 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.

Due date of speeches must be adhered to. Please do not come in and ask if you can give your speech in the next class because you are not prepared for whatever reason. The syllabus gives presentation dates, so you will know far enough ahead to prepare. If you are not prepared with your outline and speech, you will be afforded one opportunity to do a make up.

NOTE: Quizzes cannot be made up.

Assignments: For the class to run smoothly and for everyone to have equal opportunity to stay current, I expect assignments to be timely. Log into my.comnet.edu and launch blackboard to check your email.

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 (860-383-5217). 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. The last day to withdraw is

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 my phone 885-2605.

Cell Phones: Please keep cellular phones off or turned to silent mode.

Assignments and Grading:

Entertaining/Inspirational 3-4 minutes	10
Point Presentation 4-5 minutes	20
Informative Formal outline/visuals 3-5 references 5-7 min	25
Persuasive Speech Formal outline/visuals/ 4-7 references 7-8 min Motivated sequence	35
Class work/participation	10
Quizzes	05
Total Points	100

Your Grade:

- 90-100 A
- 80-89 B
- 70- 79 C
- 60-69 D

Major Speech Requirements - Read Carefully:

Outlines **must** be word processed and submitted before your major presentations. They will **not** be accepted hand written or in unacceptable format.

Major speeches must be on varied topics. Topics must be conducive to an academic setting, important to you and relevant to the class.

You must use visual aids on the Informative and Persuasive Speeches.

Use at least 3 current and credible sources and include MLA bibliography with required Topic Outline for Informative and Persuasive speech

All speeches in a category are **due the first day** for everyone.

A written one page self-evaluation is due the next class for all major speeches.

Please DO NOT enter the room while a speech is in progress.

Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and will affect your participation grade.

Regular attendance, cooperation, thoughtful responses, and helpful peer evaluations create a stimulating learning atmosphere.

Behind all good speaking is good thinking! Your topics should be important to you and relevant to the class (right, I repeated myself!).

Speeches

Due on the day they are scheduled.

Provide me with a copy of your outline and references before you speak.

Stay within time lines

Incorporate visuals as required

Must tape, watch and fill out a grading rubric & write a one paragraph review, due the following class.

Revision to Syllabus

The information contained in this syllabus is subject to revision at the discretion of the instructor. Students will be notified of any necessary changes due to time restraints, etc.

Weekly Schedule

Wk # 1 1/21

Topics: Intro to Course/ Assignments/ Expectations/Responsibilities/
Quick Guide/Nervousness

Speaking: Self introduction (pages 18-19)

H. W.: Ch. 1 & 2 & 18. Come up with a topic important to you and
relevant to the class for your Entertaining/Inspirational speech.

Wk # 2 1/28 No Class

Assignment: *Watch, The Last Lecture, by Randy Pausch.*

Write a one page evaluation of his speech, be specific.

Prepare outline for Entertaining speech.

Read: Chapters 3 , 4 & 5.

Be sure to bring DVD as they must be formatted. All speeches will be videotaped.

Wk # 3 2/4

Topics: Listening, Audience Analysis, special types of speeches adaptation

Speech: Outline workshop for Entertaining/Inspirational

Assignment: Ch. 6-8. Prepare speech and outline.

Wk # 4 2/11

Speech: Entertaining/inspirational Presentations
Assignment: Research 3 articles for Point Presentation
Read chapters 10, 12, & 15
Critique of speech.

Wk # 5 2/18

Topics: Selecting topics, Purpose, central idea , Informative speaking
Outlining, preparing your outline, main points and support .
Speech: Peer review of Point Presentation topics
Assignment: Read chapter 8 & 11,
Prepare outline for Point Presentation

Wk # 6 2/25

Topics: Introductions & conclusions and supporting your ideas
Speech: Outline review
Assignment: Prepare Point Presentation speech. Read chapter 9.

Wk #7 3/4

Topics: Visuals (if time)
Speech: Point Presentations
Assignment: Chapters 13 & 14
Critique of your Informative speech
3 topics for informative speech

Wk # 8 3/11

Topics: Visuals, Delivery & wording, extemporaneous speaking, & note
Cards. Select topic for informative speech.
Assignment: Chapter 16 & 17
Prepare outline for Informative speech
3 Persuasive speech topics after break

Wk # 9 NO CLASS: SPRING BREAK 3/16 -3/22

Wk. # 10 3/25

Topics: Persuasive speaking
Speech: Informative outline review, Persuasive topics review.
Assignment: Prepare Informative Speech
Chapter 7
Read pp 322-23 on impromptu speaking

WK #11 4/1

Speech Informative Presentations
Assignment: Prepare self critique
Prepare outline for Persuasive speech

Wk #12 4/8

Topics: Persuasive speaking, research check, impromptu

Speech: Persuasive Outline review

Assignment: Finalize outline, speaking notes & practice speech

Wk # 13 4/15

Topics: What makes an exceptional speech? Lost at Sea Exercise.

Speech: Persuasive Outline review, impromptu speeches

Assignment: Prepare final speech

April 23, 7 pm Frank McCourt lecture at the College

Wk # 14 4/22 & Wk # 15 4/29

Speech: Persuasive speech

Assignment: Write a one page evaluation on your Persuasive. Please address your overall progress as a speaker and what you would like to continue to develop.