

Syllabus

COM K173: Public Speaking
CRN

Three Rivers Community College
East Lyme High School
Wed. 5:30-8:15

Professor: Janet Zito

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Spring 2008

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.

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.

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

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 Mar. 30.

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:

Various short speeches (to be announced) 1-3 min	15
Informative/Entertaining speeches (outlines/ references as assigned) 4-6 min Presentations (2)	30
Persuasive Speech outline/visuals/ 3 references . 6-8 min	25
Class work/participation	15
Quizzes	15
Total Points	100

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.

You must use a visual on the Persuasive Speech.

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

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

A written 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!!

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 1/23

Topics: Intro to Course/ getting acquainted group activity/expectations,
In class reading pp. 427-428

Speaking: Group descriptions

Assignment: Ch. 1 & 2, prepare self-Introduction speech, questions for circle activity

Wk # 2 1/30

Topics: Warm up & circle activity, overview of the speech making process, & controlling nervousness.

Speaking: **Self-Introduction speech** (2-3 min.)

Assignment: Chapters 3, 4 & 18 Prepare: Pet Peeve Speech

Wk # 3 2/6

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

Speech: **Pet Peeve** (2-3 min)

Assignment: Ch. 6-7 Prepare point presentation speech.

Wk # 4 2/13

Topics: Selecting topics, Purpose, central idea

Speech: Point Presentation Presentations tonight: 3-4 min.

Assignment: Choose your topic for informative speech.
Read chapters 10 , 12 & 15
Prepare Informative Speech Outline

Wk # 5 2/20

Topics: Outlining, preparing your outline, main points and support ,
Informative speaking

Speech: Peer reviews of Outline

Assignment: Read chapter 8 & 11
Be sure to bring DVD. All speeches will be video taped

Wk # 6 2/27

Topics: Introductions & conclusions and supporting your ideas

Speech: Informative Speech (4-6 min)

Assignment: Chapter 9 and prepare informative speech # 2

Wk #7 3/5

Topics: Visuals

Speech: Informative Speech

Assignment: Chapters 13 & 14

Wk # 8 3/12 -

Topics: Delivery & wording , Extemporaneous speaking, & note cards

Speech: Informative speech # 2

Assignment: Chapter 16 & 17

**Research persuasive topic & begin outline for
Persuasive speech**

Wk # 9 3/19 NO CLASS: SPRING BREAK 3/17-3/22

Wk. # 10 3/26

Topics: Persuasive speaking

Speech: Informative make ups, Lost at Sea Exercise

Assignment: Research for persuasive speech
Chapter 7

WK #11 4/2

Topics: Persuasive speaking, research check, impromptu speaking

Speech MLA , research for persuasive

Assignment: Write a self evaluation that analyzes what you like and what you'd like to improve - be specific and include details.

Prepare outline for Persuasive speech and

Read pp 298-300 on Impromptu speaking

Wk #12 4/9

Topics: What makes an exceptional speech?

Speech: Impromptu & Persuasive Outline review

Assignment: Finalize outline, speaking notes & practice speech

Wk # 13 4/16 & Wk # 14 4/23

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.

Wk 15 5/30 *LASTCLASS *******

All evaluations due, final & makeup