

## INTRODUCTION TO PUBLIC SPEAKING COM K173- Spring 2012

Three Rivers Community College: Room E223

Mondays: 3:30-6:15 PM

CRN: 10472; Section: T15

Instructor: Linda A. Wainright M.S., CCC

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Office Hours: By Appointment

**Course Description:** This course will focus on the fundamentals of speech communication. Students will learn to listen to, prepare, deliver and critique various types of verbal presentations. Emphasis will be placed on organization as well as on actual speech delivery. Verbal and non-verbal communication aspects will be addressed.

### **Course Outcomes and Guidelines:**

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 Text:**

Zarefsky, David. *Public Speaking: Strategies for Success*. Allyn & Bacon, 2011. (Sixth Edition)

**Procedures:** Lectures will be minimal---student involvement and participation will be maximal. Students will be responsible for the following:

1. (65% of the grade) Individual/ Group Presentations (8 per student):
  - Introductory Speech ( 1 minute)
  - Object Presentation ( 2 minutes)
  - Group Chapter Presentation ( 15-20 minutes)
  - Two Informative Speeches ( 4-7 minutes each)
  - Persuasive Speech ( 8-10 minutes)
  - Two Impromptu Speeches (1-2 minutes each)
  - Informal In-Class Speaking and Speaking –Related Activities (various lengths)
2. (10% of the grade) Critique Activities (oral and written)
3. (20% of the grade) Tests (1 in-class quiz, 1 midterm, and 1 final exam)
4. (5% of the grade) Attendance/Being Ready on Assigned Dates/Related Written Work

The above percentages are approximate.

**Grading Method:** In this course, you will have the opportunity to participate in activities designed to improve your communication skills. All the activities will have a point value. List of these activities and point values are attached. In order to participate in the activities, you must be present in class the day of the activity. Because communication involves your interaction with others, ***no class activities can be made up outside of class, and no extra work is assigned as make-up work for any missed activities.***

**Written assignments handed in late receive no credit! NO EXCEPTIONS!!**

Anyone who does not come to class on their assigned speech/presentation day (without **first** having put a message on my email **prior to class**) or comes to class with an excuse for not presenting their talk that day (and does not let me know **prior to my entering the room**)...will automatically have 10% of the potential points deducted from their grade. **NO EXCEPTIONS!!** Above referred to “**prior excuses**” are allowed only **once a semester!!** After that, the 10% penalty will apply even to “**prior excuses**”.

**All class days after your appointed presentation day until you actually give your talk are considered days that your speech presentation is due**, and an additional 10% of the original potential points will be deducted for each class (missed or attended) that student is unprepared until the speech/presentation is given.

**Possible:** 600 points. A 45-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)

600-555	A
554-540	A-
539-525	B+
524-495	B
494-480	B-
479-465	C+
464-435	C
434-420	C-
419-405	D+
404-375	D
374-360	D-
Below 360	F

**Definitions of Grades**

A	Excellent
B	Good
C	Satisfactory (Average)
D	Poor
F	Unsatisfactory

**Attendance:** Although attending every class will not guarantee an “A” or “B”, or even a “C;” it will be impossible to earn a decent grade if classes are missed. ***No class activity done by the class can be made up, and extra credit is not assigned.***

**College Withdrawal Policy:** “Students may withdraw, in writing at the Registrar’s Office for any reason until the end of the 10<sup>th</sup> week of class. From the 11<sup>th</sup> week through the end of the 13<sup>th</sup> week, a student may withdraw with the instructor’s written approval.

***This instructor will be forced to give student an “F”( college policy), if a student stops attending this class and does not formally withdraw with the Registrar.***

**Eligibility:** Students must have completed and/or scored into ENG 100 to be eligible for this class. Those who scored into ENG 094 should not take this class.

**Plagiarism:** Plagiarism is the unacknowledged use of another person's words or ideas in one's own writing or oral presentations. The definition will be discussed in class, but the essential principle is that a person is not to quote, paraphrase, rephrase, or otherwise include the ideas of someone else **without giving the proper credit**. If a student violates this principle, (s)he will receive a penalty ranging in severity from an "F" on the assignment to an "F" in the course.

**Disabilities Statement:** If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. If such disability requires classroom modification, it is the student's responsibility to see me during the first week or two of class so that an appropriate plan to meet your needs may be arranged.

**Contacting Instructor:** The most expedient method of getting a message to me is via email.

**Additional Information/Reminders:**

1. You must be present in class to participate in the class activities.
2. No class activities can be made up outside of class.
3. No extra, individual work is assigned to make up for students' absences, inability to complete assignments, etc.
4. It is important to be to class on time. If you arrive late, and another student is speaking, please wait outside until the student is finished. You may enter if the instructor is talking.
5. All class activities must be completed in class with classmates on the same day.
6. Written assignments passed in after the due date - receive no credit.
7. Written assignments are due at the beginning of class on each due date. They cannot be completed in class.
8. Any student caught cheating in this course automatically receives a failing grade.
9. You are responsible for keeping an accurate record of all of your points.
10. Keeping up with class assignments is your responsibility—even if you are not in class when an assignment is given. A class roster will be prepared so you can stay in touch with your classmates for assignments.
11. This will be a fun course.

# INTRODUCTION TO PUBLIC SPEAKING

COM K173

Spring 2012

<u>DATES</u>	<u>TOPICS</u>	<u>POSSIBLE POINTS</u>
1/23	Course Guidelines; Objects Exercise Assignment; Get Acquainted Exercise; Initial Suggestions for More Effective Speech Delivery; Introductory Speeches; Group Chapter Assignments; Family Roots Assignment; Discussion: Planning and Organizing <b>Read Chapter 1 (Welcome to Public Speaking)</b> <b>Read Chapter 2 (Planning First Speech)</b>	(10)-5-(75)- (40)
1/30	Object Presentations; Discussion: Chapter Presentations, General Communication Skills, Dyadic Communication, Communication vs. Language vs. Speech, Chapter 1, Elements of Communication, Incorporating Technology (Power Point, etc.); Controversial Statements Activity <b>Read Pages 119-127 (Choosing A Topic)</b> <b>Read Chapter 13 (Informative Speeches)</b>	10
2/6	Frame-Breaking/ Topic Brain-Storming Activities; Discussion: Informative Speeches, General Purpose-Specific Purpose- Thesis Statement; Assign Informative Speeches; Family Roots Presentations <b>Read Chapter 8 (Reasoning: Tools of Support)</b> <b>Read Chapter 9 (Organizing The Speech)</b>	5-(5)-(5)- (100)
2/13	Discussion: Basic Speech Guidelines; Chapter 2 (Planning Speech) Presentation; Chapter 13 Presentation; Family Roots Presentations; Discussion: Conducting/Evaluating Research; <b>Read Chapter 11 (Outlines)</b> <b>Read: Chapter 10 (Introductions-Conclusions-Transitions)</b>	
2/20	NO CLASS: President's Day Observed	
2/27	<b>Name Quiz</b> ; Chapter 8 (Support) Presentation; Chapter 11 (Outlines) Presentation; Discussion: Outlines, Citing Sources; Outline Activity (if time); Discussion: Sample Speeches <b>Read Chapter 7 (Researching the Speech)</b> <b>Read Chapter 14 (Persuasive Speeches)</b>	20
3/5	Chapter 9 (Organization) Presentation; Chapter 10 (Intro-Conclu-Transitions) Presentation; Discussion: Persuasive Speeches; Assign Persuasive Speeches; Exam Review	5-(5)- (100)
3/12	<b>MIDTERM (Chaps:1,2,7,8,9,10,11,13,- pgs 119-127&amp; lectures)</b> Assign Critiques <b>Read Chapter 12 (Language)</b> <b>Read Chapter 3 (Delivery-Presenting the Speech)</b>	50-(30)

- 3/19 NO CLASS: Spring Break**
- 3/26** Chapter 14 (Persuasive Speeches) Presentation; Informative Speeches Begin; Test Consensus Activity; Discussion: Delivery 5  
**Read Chapter 15 (Visual Aids)**  
**Read Chapter 4 (Listening)**
- 4/2** Chapter 15 (Visuals) Presentation; Informative Speeches; Discussion: Nervousness  
**Read Chapter 5 (Audience)**  
**Read Chapter 16 (Special Occasion Speeches)**
- 4/9** Chapter 5 (Audience) Presentation; Chapter 12 (Language) Presentation; Persuasive Speeches Begin; Assign Self-Assessment Essays; Continuation of Consensus; Assign Group Interaction Journals (10)-5-(5)
- 4/16** Chapter 16 (Special Occasions) Presentation; Persuasive Speeches; Discussion: Listening, Group Communication, Impromptu Speeches
- 4/23** Persuasive Speeches; Discussion: Career Comm.; Impromptu Speeches #1 5
- 4/30** Self-Concept Activity; Discuss and Assign Class Evaluations; Exam Review (if time) 5-(5)-(10)-5
- 5/7** Impromptu #2 Speeches with Peer Verbal Critiques 5-5  
**Final Exam ( Chapters: 3,4,5,12,14,15,16 and Lectures)** 50

**5/14 TBA**

*Important to Note*

*Ten points will be given to those students who have a maximum of no more than one absence during the semester.* (10)

*Ten points will be given to those students who are ready to present on ALL 4 of their assigned major presentation days (NO excused nor unexcused postponements): this includes family roots, chapter presentation, informative speech, and persuasive speech.* (10)

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. If so, points will be adjusted accordingly.

**NOTE:** If classes and/or exams are canceled 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 the midterm and/or final; without **FIRST** making arrangements with the instructor to take the midterm/final **beforehand**--then the midterm/final cannot be made up. **NO EXCEPTIONS.**

