

INTRODUCTION TO PUBLIC SPEAKING

Com K173- Fall 2012

30240 - Friday 1:00- 3:45

My speech lab Class ID: cm474753

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 and research for effective presentation.

Requirements:

Textbook: Public Speaking-Strategies for Success- David Zarefsky/6th edition
Academic/ News Magazine: Examples-Educational Journals, TIME, Newsweek
Mini DVD+RW (8cm) disc.
Notebook / 4"X6" index cards

Upon successful completion of COM 173, students will be able to:

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.

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 up 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. Unprepared students not present on the day their speech is assigned lose 10 pts for each class day. On the 3rd missed day, the speech can no longer be made up. An unprepared student present in class will lose 5 points a day up to 3 class days. After the 3rd missed day a zero will be recorded. PLEASE TAKE NOTE: NO SPEECH WILL BE ALLOWED WITHOUT FIRST HANDING IN THE REQUIRED OUTLINES.

I recommend that all students keep returned papers and record their points.

Final Grade: (possible points)

640-660	A
639-594	A-
593-573	B+
572-548	B
547-527	B-
526-506	C+
505-482	C
481-460	C-
441-416	D
459-442	D+
415-395	D-

Below 395 F

Definition of Grades

A/A-	Outstanding/Excellent
B+-B-	Very Good/Good
C+-C-	Satisfactory/Fair
D	Poor
F	Unsatisfactory

Major Speech Requirements – Read Carefully:

1. Outlines and all written assignments **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. TRCC has many computers, so availability should not be a problem. Plan accordingly.
 2. Speech Topics must be conducive to an academic setting and approved to avoid repetition.
 3. Power Points are required for 2nd informative speech. Check your devices on class computers **before** major speeches.*
 4. All students must be prepared to speak on day one of speeches.
 5. Use credible sources as assigned and include MLA bibliography.
 6. Please **DO NOT ENTER** the room while a speech is in progress.
 7. Listening is part of your participation grade. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum and participating in question and answer periods. Peer feedback should be respectfully given and specific.
 8. Quizzes cover readings and lectures and will be announced one week ahead. Note taking and careful reading is essential.
 9. **This is the only syllabus that you will receive. Assignments seldom change so follow it carefully for success and keep it in a secure place in your notebook.**
- *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 Point in the school library will assure you of correct version in class.**

HELPFUL HINTS FOR SUCCESS:

- Take lecture and reading notes. Don't assume you'll remember information.
- Avoid procrastination. Begin class work as early as possible.
- Use library portals for research and keep accurate record of sources for MLA citations.
- Effective, well organized outlines ensure quality speech content.
- Practice your speeches with notecards at least 4 times. Practice, if possible, in front of a family member or friend and always check timing.

Attendance/Classwork:

You are expected to attend all classes and to be on time. **Coming to class late or leaving early consistently will be considered an absence for an entire class period.**

If you must be absent, it is your responsibility to find out what you missed. If you are absent during an outline workshop, credit for the workshop cannot be made up. **Five points** deduction from your final grade for each absence in the final three weeks of class.

For the class to run smoothly and for everyone to have equal opportunity to stay current, **late written assignments will not be accepted. No exceptions, please.** Therefore, if you are absent, **email** me your written assignments **on the due date** and come to the next class prepared with readings and speech if assigned. Email me for class information missed that may not be on syllabus.

Although attending every class will not guarantee an A or B or even a C, it will be impossible to earn a decent grade with missed classes, excessive tardiness, or work not handed in when due.

Student Disabilities: Please see me immediately if you need 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 cannot 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 for add/drop is 9/8. Last day to withdraw is 12/9.**

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 and a report to the administration for appropriate action.

Class Cancellations: I will send a full class email if there is a class cancellation. It is imperative that I have your correct email. If your email changes during the semester, let me know immediately by sending me an email from your new address. Check TRCC site for school closings in inclement weather.

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

Tentative Schedule

Weeks

1- 8/26– Introduction to public speaking/Getting acquainted and interviewing. First speech goals and preparation.

2- 9/2– Readings Due: Ch. 2 (your first speech) and 4 (listening critically). Peer Introduction Speeches today. Discussion: Information speech #1 preparation.

3- 9/9– Readings Due: Chs. 6 (topic choice and development), 7 (research), and 11 (Outlining). 3 possible Informative speech topics, specific purposes, and theses for Informative Speech #2 due. **My Speech Lab Orientation.**

4- 9/16–Readings due: Chs. 9 (speech organization), 10 (intros, conclusions, transitions), and 13 (informing speeches). **Research Workshop in library.**

5- 9/23– Readings due: Chs. 3 (presentation). **Informative Magazine speeches #1** today with a **presentation outline and MLA bibliography** handed in before speech and notecards used at podium.

6- 9/30–Readings due: Chs. 5 (audience analysis) and 15 (visual aids). Possible Quiz. Topics for Informative speech #2 due.

7- 10/7- Due Ch. 12 (style) and draft of Full Sentence Preparation Outline due with MLA bibliography for Informative Speech #2.

8- 10/14 –Full Sentence Outline Workshop today. Intro and conclusion practice. Speech critiques. Impromptus/videos. Check power points. Reminder: DVD+RWs needed next class.

9- 10/21- Due: **Informative Speech Presentations #2**. Power Point required **and DVD+RW**. No speeches allowed without presentation outline handed in at opening of class. Appropriate business dress required.

10/28–Reading Due: Ch. 14 (persuasive speeches) and possible quiz. **Persuasive speech topic, specific purpose statement and thesis, and typed self-assessment due.** Small group lecture and activity.

11/4–**Due: First draft** of full sentence preparation outline and MLA bibliography. Controversial Topic activity.

11/11– NO classes- Veterans' Day Observed

11/18– **TYPED Full Sentence Preparation Outline and MLA bibliography due for workshop.** Discussion: Persuasive techniques/ Debate Impromptus.

11/25- Thanksgiving Break

12/2 - Persuasive Speeches with visual begin today. All presentation outlines w/ MLA bibliography to be handed in at opening of class. Appropriate business dress required. Please see syllabus on absences.

12/9 – Persuasive Speeches continue.

12/16- TBA and make-ups as needed.

*Time issues or other factors may require a change in the above activities and will be made at the discretion of the instructor.