

INTRODUCTION TO PUBLIC SPEAKING

Com K173- Spring 2012- 10740

Room D128

Instructor: Elaine Violette

Tuesday 5:00-7:45pm

Office Hrs: by appt.

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Course Description: Students will learn the fundamentals of speech communication and successfully. 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

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.

Final Grade - possible points:

580-625

A\

Below 390 F

560-579

A-

547-559

B+

515-546

B

500-514

B-

485-499

C+

454-484

C

440-453

C-

422-439

D+

391-421

D

375-390

D-

Definition of Grades

A/A- Outstanding/Excellent

B+-B- Very Good/Good

C+-C- Satisfactory/Fair

D Poor

F Unsatisfactory

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

Presentations include an introductory speech, impromptu speeches, two informative speeches, a final persuasive speech (see attachments.) Speeches are of increased length and complexity. Preparation will include academic research with documentation and two formal, full sentence outlines and two presentation outlines. Written assignments include peer and self evaluations.

Students must be ready to give speeches when assigned for full credit. 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.

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 academic setting and approved to avoid repetition.
3. Power Points are required for one major speech (informative or persuasive). 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. Attendance is required to receive full credit for the 2 final exam speech days, regardless of which day your speech is presented.
10. **Twenty-five points will be deducted for absence on either day since both listening and presenting are part of the grade.**

This is the only syllabus that you will receive. 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.
- Regular attendance leads to success.

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 absence, 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. **Twenty-five point deduction if absent on either one of the final exam speech days.**

Although attending every class will not guarantee and 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.

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.

Student Disabilities: Please see me immediately if we for 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 2/5. Last day to withdraw is 5/7.**

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.

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

Tentative Schedule

Weeks

1- 1/24– Introduction to public speaking/Getting acquainted. First speech goals and preparation.

2- 1/31– **Introduction/Object Speeches today.** Readings Due: **Ch. 2** (your first speech) and **Ch. 13** (informing speeches). Entertaining speech prep, library assignment and handout.

3- 2/7- NO CLASS. Library visitation– Readings Due: **Ch. 6** (topic choice and development) and **Ch. 7** (research) The readings will prepare you for library scavenger hunt and topic choices.

4- 2/14– **Entertaining Speeches (4-5 min.) with notecards today** (Readings Due: **Ch. 3** (presentation), **Ch. 9** (speech organization); Bring in 3 possible TYPED **Informative** speech topic ideas for the next 5-7 min. Informative Speech. Discussion: Topics, purpose, theses.

5- 2/21–Readings Due: **Ch. 11** (Outlining). **Ch. 5** (audience analysis). Finalize your Informative speech topic and bring in your speech Title, Specific Purpose statement, and Thesis sentence. (10 pts.) Continue research on topic.

6- 2/28–Readings due: **Ch. 4** (listening critically) and **Ch. 10** (intros, conclusions, transitions) Research for informative speech should be near completion and first draft begun.

7- 3/6- Mid Term TEST Today: This test covers all readings and lectures. **Reading Dues: Ch. 15** (visual aids). Bring in Informative outline draft and work cited for instructor check (20 pts.)

8- 3/13 –**Due: Ch. 12** (style) and **Full Sentence Preparation Informative Outline. Outline Workshop today (50 PTS.)** Intro. Practice. Impromptus/videos. Reminder: DVD+RWs needed next class and be sure you know how to use class equipment.

3/18-25 Spring Recess (Informative speeches due next week. Prepare and practice!)

9- 3/27– **Due: Informative Speech Presentations (5-7 minutes) with visual. DVD required. Presentation outlines due** and handed in at opening of class. **Notecards required. Peer evaluations (4) to be assigned.**

10- 4/3 Reading Due: Ch. 14 (persuasive speeches). **Complete speeches today and peer evals. Persuasive speech topic, specific purpose statement, and thesis and typed self-assessment due. Self evaluations due from last week's speeches.** Small group “topics” and activity. Begin research for persuasive speech.

11- 4/10–**Reading: Ch. 8 (reasoning). Due: First draft** of full sentence preparation outline and MLA work cited.. Remaining self evals due. Debate Impromptus.

12- 4/17– **TYPED Full Sentence Preparation Outline and MLA bibliography due for workshop.** Discussion: Persuasive techniques/ Controversial Topic activity.

13- 4/24- Persuasive Speeches with visual begin today. All presentation outlines w/ MLA bibliography to be handed in at opening of class. Please see syllabus on absences.

14- 5/1 – **Persuasive Speeches continue.**

15- 5/8 - TBA and make ups as needed.

