

COM K173 Public Speaking W 3:30-6:15 Room D206

Instructor: Susan M. Topping

Office: C254 Office Hours: W 2:00-3:00pm, and by appointment

Phone: 892 5763 e-mail: stopping@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.

REQUIRED TEXT

Public Speaking: Strategies for Success. 6th ed. David Zaretsky.

COURSE OUTCOMES:

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.

ASSIGNMENTS AND GRADING

SPEECHES

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| Speech #1 (3-5 minutes) | 5 pts |
| Informative speech #1 (4-6 minutes) | 10 pts |
| Informative Speech #2 with Powerpoint and outline (5-7 minutes) | 20 pts |
| Persuasive Speech with outline (8-10 minutes) | 30 pts |

WRITING

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| Self-Assessments | 10 (5 points each) |
| "Great Speech" review | 7.5 pts |
| Peer Speech review | 7.5 pts |
| Online Quizzes | 10 pts |

ALL SPEECHES MUST BE COMPLETED AT ASSIGNED TIME. YOU MUST BE PRERARED TO DELIVER YOUR SPEECH ON THE FIRST ASSIGNED DAY OR POINTS WILL BE DEDUCTED FROM YOUR SPEECH GRADE.

SPEECH REQUIREMENTS

- Outlines must be in MLA form and submitted according to schedule
- Speeches must be on different topics with either Informative Speech #2 or the Persuasive speech connected to this year's academic theme of "The Politics of Food."
- Specific criteria for each speech will be generated in class
- Informative Speech #2 must include powerpoint
- All speeches must be delivered extemporaneously; otherwise they will receive an F.
- Please do NOT enter the room while a speech is in progress
- Please remember that peer feedback is vital. Be sure to make your comments

specific, and make your suggestions for improvement reasonable.

- Students should dress appropriately and professionally when giving speeches.

WRITING ASSIGNMENTS:

1. Self Assessment #1: analysis of your strengths and weaknesses as a public speaker including strategies for improvement.
Length: 3 pages (750 word minimum) Form: MLA
2. Self Assessment #2: analysis of your improvement.
Length: 3 pages (750 word minimum) Form: MLA
3. “Great Speech” Analysis: analysis of “great” speech that identifies strategies used (evidence of audience analysis, methods used to communicate information, effectiveness of organizational pattern, use of visuals including powerpoint, opening and closing strategies etc.) and evaluation of delivery including body language and vocal performance.
Length: Minimum 4 pages (1000 words) Form: MLA
4. Peer Speech Analysis: analysis of assigned peer’s persuasive speech that identifies strategies used to “influence the attitudes, beliefs, values and acts” (O’Hair et al 188) of audience (choice of persuasive strategy in relation to audience type, strategies used to engage audience, effectiveness of reasoning including analysis of claims, evidence, logic etc., methods used to communicate information, effectiveness of organizational pattern, use of visuals including powerpoint, opening and closing strategies etc.) and evaluation of delivery including body language and vocal performance.
Length: Minimum 5 pages (1250 words)

PLEASE NOTE: ALL WORK MUST BE HANDED IN ON THE DAY DUE. WITH THE EXCEPTION OF THE WORK DUE ON 12/9, I WILL ACCEPT LATE WORK (PAPER COPY ONLY, TO MY OFFICE) UP TO 48 HOURS PAST THE DUE DATE, BUT IT WILL RECEIVE A 20 POINT PENALTY. NO WORK WILL BE ACCEPTED AFTER THIS 48 HOUR GRACE PERIOD; YOU WILL THUS RECEIVE AN F FOR THE ASSIGNMENT.

COURSE POLICY

ATTENDANCE

Attendance is a requirement. Absences will have a negative affect on your grade. If you are absent during the last three weeks of class, I will deduct half a grade for each absence from your final grade. If you do miss class, it is up to you to find out what you have missed and make up the work in whatever way you can.

CLASSROOM DECORUM

If you are late, leave class early, or allow your cell phone to ring, you are being disruptive. I expect you to come to class on time with all the necessary texts and remain in the classroom for the entire period. Disruptive behavior will have a negative affect on your grade.

PLAGIARISM

Plagiarism is the intentional use of someone else’s words or ideas. It is a serious violation of academic standards that is subject to one or more of the following penalties: a failing grade for the paper; a failing grade for the course; a report to the administrative authorities for appropriate action (i.e. a notation on the student’s permanent record, suspension, or expulsion). In addition, please read the TRCC Policy on Academic

Honesty in the Student Handbook or on-line.

STUDENTS WITH DISABILITIES

Any student with a hidden or visible disability which may require classroom modification should see me during the first week or two of class so that an appropriate plan to meet your needs may be arranged.

WITHDRAWAL FROM CLASS

The last day to officially withdraw from this class is Dec 9th. Any student who stops attending class, but does not officially withdraw, will receive a grade of F for the course. However, withdrawal grades may have a negative impact on financial aid and academic progress. Please see an advisor before you withdraw.

MESSAGES AND CONFERENCES

If you need to reach me, please email me at stopping@trcc.commnet.edu I am also available during office hours and look forward to meeting with you to discuss your work. If my office hours are not convenient for you, please make an appointment to see me at another time.

TENTATIVE SCHEDULE

WEEK ONE

W 8/31 Introduction

WEEK TWO

W 9/7 Reading Due: Chapters 1-4

Practice Speech #1

WEEK THREE

W 9/14 Reading Due: Chapters 6, 9 and 10.

Writing Due: Three Informative Speech topics due.

Speech #1 for Grade

*Online quizzes start (to be completed 30 minutes before class starts)

WEEK FOUR

W 9/21 Reading Due: Chapter 7

Research Workshop

*Online quiz

WEEK FIVE

W 9/28 Reading Due: Chapter 13

Writing Due: Informational Literacy Assignment Due with one Annotated Bibliography entry for an academic source you will be using in preparing your speech.

In class: Opening Strategies Exercise

Practice Informational Speech #1

*Online Quiz

WEEK SIX

W 10/5 **Informational Speech #1 for Grade**

WEEK SEVEN

W 10/12

Reading Due: Chapter 15

Writing Due:

1. Self Analysis #1: 750 word evaluation that addresses the strengths and weaknesses of your speech delivery. Be specific and include strategies for improvement. Please use MLA form.

2. 3 informational topics for Informational Speech #2

*Online Quiz

WEEK EIGHT

W 10/19 Reading Due: Chapters 8 and 11

Practice Informational Speech —Please bring copies of both working and speaking speech outlines to class, and be prepared to practice 2 minutes of informational speech with powerpoint

Discuss Persuasive Speech assignment

*Online quiz

WEEK NINE

W 10/26 Reading Due: Chapter 14

Informational Speech #2 for Grade

Written Work Due: Three Persuasive Speech Topics

*Online Quiz

WEEK TEN

W 11/2 Reading Due: Chapters 5 and 12

Discuss persuasive speech structures and argumentation.

In-class survey assignment

*Online Quiz

WEEK ELEVEN

W 11/9 Written Work due: Annotated Bibliography (5 entries) for Persuasive Speech

Discuss ‘Great Speech’ Assignment

WEEK TWELVE

W 11/16 Practice Persuasive speech

WEEK THIRTEEN

NO CLASSES THANKSGIVING BREAK

WEEK FOURTEEN

W 11/30 Writing Due: “Great Speech” Assignment

Practice Persuasive Speeches

Persuasive Speeches for Grade*

WEEK FIFTEEN

W 11/7 **Persuasive Speeches for Grade****

WEEK SIXTEEN

W 12/7 **Persuasive Speeches for Grade****

WEEK SEVENTEEN

W 12/14 **Persuasive Speeches for Grade****

Makeup speeches if time allows

Due by 12/19 By email to stopping@trcc.commnet.edu

1. Write a 750 word response on your improvement. Use MLA form.
2. Final Peer Analysis

PLEASE NOTE:

*Online quizzes must be completed half an hour before class begins.

**I will deduct one half of a full letter grade from your final grade for any absences on these days.

