

INTRODUCTION TO PUBLIC SPEAKING

Com K173- Spring 2010

11614: G1Wed/6:00-8:45

10633: T9/T/R/ 9:30-10:45

Instructor: Elaine Violette

Office Hrs: by appt. **Email:** eviolette@trcc.commmnet.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.

Learning Outcomes for COM 173

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

Learning Outcomes

- Compose and deliver several types of speeches of increasing length and complexity (introduction, entertainment, informative, motivational, and persuasive) representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose formal speech outlines.
- Incorporate the appropriate, formal argument models and patterns of organization for each speech delivered.
- Use speaking notes effectively.
- Use verbal and non-verbal communication effectively.
- Demonstrate an awareness of audience analysis and feedback during speech deliveries.
- Use audio and visual aids and power point to enhance speech deliveries.
- Document information using MLA format.
- Provide constructive critiques of speech deliveries of peers.

Requirements:

Textbook: *A Pocket Guide to Public Speaking*. 3rd edition. Hair, Rubenstein, Stewart

Mini DVD+RW (8cm) disc.

Notebook and pocket folder / 4"X6" index cards

Policies: (Please read carefully.)

You are expected to attend all classes. Do **not** be late for class. **Coming to class late or leaving early consistently will be considered an absence for an entire class period and effects your participation point grade.**

Attendance:

More than 1 absence from a class that meets once a week or more than 2 absences from a Tuesday /Thursday class will affect your final class grade. For an excused absence, a physician's note is expected.

Assignments due on a day of absence

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 (outlines/evals) **on the due date** and come to the next class prepared with readings and speech prepared if assigned. Email me for class information missed that may not be on syllabus.

In-class work can not be made up.

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-

5240). 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 withdraw, you will receive an **F** for the semester. **Last day to withdraw is May 10th/Last day for add/drop Feb. 3rd.**

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. Plagiarized work will result in an F for the semester.

Class Cancellations: I send out class emails regularly. **Please be sure I have correct emails and phone #s if I must contact you. If emails or phone #s change during the semester, please email me on the change.**

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

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 OUTLINE.**

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

A 40-point Cushion is built into the final grading system in case of a missed class, weak performance on a test or presentation, etc. Final semester points may be altered accordingly if there is any changes in syllabus.

Final Grade: (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-
459-442 D+
441-416 D
415-395 D-
Below 395 F

Definition of Grades

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

Attendance/Class Work and Grading: 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 and work is not handed in when due.

Points carried by smaller assignments add up. Don't discount their importance to your final grade.

Major Speech Requirements – Read Carefully:

1. Outlines **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.
 3. Power Points required as assigned. Check your devices on class computers **before** major speeches.*
 4. Use credible sources as assigned and include MLA bibliography.
 5. Please **DO NOT ENTER** the room while a speech is in progress.
 6. 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.
 7. Tests cover reading assignments. Careful reading is essential.
 8. **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 pt in the school library will assure you of correct version in class.

This is a fun class and the most enjoyable if you keep up with assignments and are present for each class to take full advantage of speaking and listening opportunities.

Public Speaking- 10633 T/R 9:30-10:45 Instructor- Elaine Violette (eviolette@trcc.commnet.edu)

Day-to-Day Syllabus*

Notecards required for all speeches; Power Points required for longer speeches as assigned

Keep copies of your question/answer assignments and please do not work on computers in class.

Assigned Readings and questions: Questions will not be returned so please keep copies for review in your notebooks.

Thurs. 1/21 Discussion: Roster/ emails /Syllabus / Intro to Public Speaking // Text discussion. Get Acquainted Activity. Prep for Introduction/birthday speech

Tues. 1/26 Readings Due: Ch. 2 (Overview of a Speech); Ch. 3 (Managing Anxiety); Ch. 4 (Ethical Speaking) Type 5 questions with answers for each chapter (15 pts). Continue birthday research.

Thurs. 1/28 Intro/Birthday Speeches today (30 pts).

Tues. 2/2 Ch. 6 (Audience) Discussion Ch.7 (Topics and Purpose); Ch. 8 (Developing Source Material). Type 5 questions with answers for each of the chapters. (15 pts) Text Discussion and Brainstorming topics for upcoming speeches.

Thurs. 2/4 Entertaining Speeches today (**25pts**). Due today: list of possible topics for your informative speech.

Tues. 2/9 Readings due: Ch.9 (Locating Source Material); Ch.11 (Citing Sources); Ch. 12 (Organizing the Speech); Type 5 questions with answers for each of the chapters. Informative speech topic, specific purpose statement and thesis (central idea) due. (**20 pts. total**)

Thurs. 2/11 Readings due: Ch. 23 (Informative Speaking); Ch.13 (Speech Patterns); Ch.14 (Outlining); Type 5 questions with answers for each of the chapters. (**15 pts.**) **Begin research.** Min: Two valid sources and visual required for informative speech

Tues. 2/16 **TYPED** Draft of working outline for informative speech due and **2** resources. (**20 pts.**) Reading due: Ch. 10 (Internet Research); Ch.15 (Introductions and Conclusions) and 5 typed questions and answers for each chapter. (**10 pts.**)

Thurs. 2/18 Readings due: Ch. 18 (Voice); 19 (Body Language) - 5 questions/answers for each chapter (**10 pts**). Continue revisions of outline. Completed full sentence outline due next class for workshop.

Tues. 2/23 **Due: Completed** Full sentence TYPED outline with MLA work cited (see p. 275-278) for workshop (**50pts.**) **No Make ups**

Thurs. 2/25 Readings due: Ch. 20, 21, 22 (presentations aids). 5 Questions and Answers for each chapter. (**15 pts**) /Discussion: Topic Outline Prep.

Tues. 3/2 Reading: pp. 282 and 283 on Question and Answer Sessions. Class: Test Reviews; video critiques; outlines; notecards

Thurs. 3/4 **TEST I - 50 pts.** **Handout and discussion:** Tips for Effective Delivery

3/7-3/13 **Spring Break** - **NOTE:** Informative speeches begin immediately after break. (Power Point Required)

Tues. 3/16 **Due: Informative Speech Presentations begin.* (100 pts.)** **Typed TOPIC OUTLINE (25 pts.) with MLA work cited and.*Please note:** No speeches allowed without a topic outline handed in at opening of class. Please review syllabus on speech day requirements.

Thurs. 3/18 **Informative Speeches** continued.

Tues. 3/23 **Informative Speeches continued as needed.**

Reading Due: Ch. 24 (persuasive speeches). Type 10 questions with answers on chapter. (**20 pts.**) Discuss brainstorm and mind mapping for persuasive outlines.

Thurs. 3/25 Due: Review Ch. 7 (Topics and Brainstorming). Create brainstorm map specific purpose statement and thesis (central idea) for chosen Persuasive Speech Topic (**10 pts.**) Discussion: Outlining for persuasive speeches/techniques

Tues. 3/30 Due: Read Ch. 17 (Methods of Delivery); Continue research and working on outline draft for informative speech. Impromptu. Video

Thurs. 4/1 Due: Minimum three researched sources with complete MLA work cited and draft of full sentence working outline.

Tues. 4/6 Due TYPED Full Sentence working Outline due with research evident for upcoming persuasive speech (**50 pts.**) Group work: **Editing Workshop Today.** Discussion: Persuasive techniques/Topic Outlines and speaking notes

Thurs. 4/8 Due: Topic outline draft and notecards; Discussion: Famous persuasive and inspirational speeches; visuals update. Sign ups for Persuasive speeches.

Tues. 4/13 **Persuasive Speeches begin today with Visual (100 PTS) and TOPIC Outline with MLA Work cited (25 pts) Topic Outline due before speeches begin.**

Thurs. 4/15 Persuasive Speeches continued. Written assignment to be handed out today for next class.

Tues. 4/20 Persuasive Speeches as needed. Readings Due: Ch. 34 (Presenting in Teams) and Ch. 35 (Communication in Groups) and assigned questions. TEAM Presentation SET UP and topics

Thurs. 4/22 Team Planning Workshops (Participation throughout- 50 pts) Impromptu Speeches

Tues. 4/27 Team Planning Workshops (Participation throughout- 50 pts)

Thurs. 4/29 Team Planning and Presentation prep*

Tues. 5/4 Team Presentations* with Power Points; Appropriate Business Dress Required. (**50 pts**).

Thurs. 5/6 Team Presentations* with Power Points; Appropriate Business Dress Required. (**50 pts**).

Tues. 5/11 As needed

***Please Note: Audience absence on Team presentation days is a 25 pt. reduction for individual's grade. NO MAKE UPS for Group Presentations for individual or groups.**
