

## INTRODUCTION TO PUBLIC SPEAKING

Com K173- Fall

CRN 31006-F9:00-11:45

**Instructor:** Elaine Violette

CRN 30243-F2:00- 4:45

**Consulting:** by appt.

**Email:** [eviolette@trcc.commnet.edu](mailto: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.

### 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*. 3<sup>rd</sup> edition. Hair, Rubenstein, Stewart

Mini DVD+RW (8cm) disc.

Notebook/ paper and pocket folder / 4"X6" index cards

#### Policies: (Please read carefully.)

You are expected to attend all classes and arrive on time. **Coming to class late or leaving early consistently will be considered an absence for an entire class period and causes a deduction in participation points given at the end of semester.**

#### Attendance:

More than 1 absence from a class that meets once a week or more than 2 absences from a class meeting twice a week, may negatively impact your final class grade. For an excused absence, a physician's note is expected.

#### Assignments due on a day of absence

Late written assignments will **not** be accepted. No exceptions. 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.

**Work due must be printed out BEFORE class and handed in at the beginning of class. Please do not ask to send me the work after class.**

**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). I can not provide accommodations for you until I receive 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 Dec. 9th/Last day for add/drop Sept. 8th.**

**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:** **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 the day of activity. Class activities cannot be made up outside of class. **Unprepared students not present on their assigned speech day lose 10 pts for each class day. No makes ups on the 3<sup>rd</sup> missed day. An unprepared student present in class will lose 5 points a day up to 3 class days.**

**PLEASE TAKE NOTE: NO SPEECH WILL BE ALLOWED WITHOUT FIRST HANDING IN THE REQUIRED OUTLINE.**

**Definition of Grades\***

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

**\*Attendance/Class Work and Grading: ALL assignments count. Students may get an A on speeches and end up with a D because of missed written assignments. Points carried by smaller assignments add up. Don't discount their importance to your final grade. Up to 30 points are added at the end of the semester for attendance and participation. If you record your points, please keep this in mind.**

**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. Availability should not be a problem.**
2. Speech Topics must be conducive to an academic setting.

3. Power Points required as assigned. Check your devices on class computers the class **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 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 EQUIPMENT AND USB DEVICES BEFORE REQUIRED SPEECH DAY.**

*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.*

### **Day-to-Day Syllabus\***

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

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

*Be sure to purchase DVD+RW disc ASAP.*

**Fri-8/27 – Discussion:** Class information/Syllabus / Elements of Communication / Text and Ch. 1,3, and 5 overview. Get Acquainted Activity. Video: student speech.

**Fri-9/3 – Entertaining Speeches today (25pts).** Readings Due: Chs 2, 4, 6 and 7. Topics/Brainstorming handouts and discussion for upcoming speeches.

**Fri- 9/10 – Library Orientation.** Readings due: Chapters 8, 9, 10, 23. Prepare 2 possible INFORMATIVE speech topics with specific purpose statements and thesis.

**Fri- 9/17 – Due: Birthday speeches (25 pts) and Readings:** Chapters, 11, 12, 13, 14 and chosen informative speech topic, specific purpose statement and thesis.

**Fri – 9/24 – Readings due:** Ch. 15, 17, 18, 19. Draft of working outline for informative speech and 2 resources.

**Fri- 10/1 – Completed** Full sentence TYPED outline with MLA work cited (see p. 275-278) for student edit workshop (50pts.) **No Make ups for full points.** Ch. 20, 21, 22.

**Fri- 10/8- TEST I - 100 pts.** Video: Student speech critiques. Topic outline review.

**Fri-10/15- Due: Informative Speech Presentations begin.\* (100 pts.) Typed TOPIC OUTLINE (25 pts.) with MLA work cited. Reading:** pp. 282 and 283 on Question and Answer Sessions.\***Please note: 10 pts deducted if topic outline is not handed in at opening of class.) Please review syllabus on speech day requirements.**

**Fri 10/22 – Informative Speeches continued**. Reading Due: Chapter 24 (persuasive speeches). Create and type out 20 questions with answers on chapter for class activity (20 pts.) and bring in possible persuasive topic ideas.

**Fri-10/29–Due: TYPED copy of your Persuasive topic, general purpose, specific purpose and central idea.** Information must be in correct format to receive pts. **Begin your research.** Discussion: Persuasive speech patterns of organization and video critiques. **Debate impromptus. Videos**

**Fri-11/5– Readings Due: Chapters 34 and 35 and TYPED Full Sentence working Outline draft with MLA work cited for Edit Workshop (50 pts.)** No working outlines accepted late. Group work: **Editing Workshop and Controversial Statements Activity. Sign ups for Persuasive speeches.** Begin preparing your visuals.

**Fri-11/12 –Persuasive Speeches with Visual- 7-9 min. (100 pts.) and TOPIC OUTLINE with MLA Work cited (25 pts). Topic Outline due before speeches begin. Notecards Required and DVD+RW disc.** Speeches will be videotaped. **Appropriate Business dress required.**  
Peer Evaluations.

**Fri-11/19 – Persuasive Speeches continue. Due: Ch. 25** (Speaking on Special Occasions) and **One-page typed self-critique of DVD due the class following a student’s speech. (20 pts.)**

**Fri-11/26- Thanksgiving Break**

**Fri-12/3 - Persuasive Speeches continue as needed and personal critiques.**  
Discussion: Critiques; Impromptu prep, Kidney Group activity.

**Fri- 12/10– Controversial Statements Impromptu Speeches (25 pts.).** Names will be drawn for these speeches as they are presented. There are no make ups possible.

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

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