

COM K173 Public Speaking

TR 1300-1415 Room D128

Instructor: Susan M. Topping

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Office Hours: M 1200-1400, F 0800-0900, and by appointment

### 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 TEXTS

*A Pocket Guide to Public Speaking* 3<sup>rd</sup> ed. Ed Dan O’Hair et al.

### LEARNING OUTCOMES

Upon successful completion of ENG 131, students will be able to:

- Compose and deliver several primary types of speeches of increasing length and complexity (Introduction, Entertaining, Informative, Motivational, and Persuasive Speeches), representing an increasing development of critical thinking skills and delivery sophistication.
- Develop, research, and compose speech outlines according to formal outlining techniques.
- Analyze, recognize, and incorporate the appropriate, formal argument models and patterns of logic for each given speech.
- Devise, compose, and utilize appropriate speaking notes to facilitate and enhance the delivery of speeches.
- Utilize both verbal and non-verbal strategies to effectively communicate with audience during speech presentations.
- Understand the importance of audience analysis and demonstrate an ability to be aware of and utilize audience feedback during speech presentations.
- Use audio and visual aids, including PowerPoint, where appropriate, to enhance speech presentations.
- Document all secondary sources within speech according to acceptable guidelines.
- Analyze and provide productive, useful, and constructive critique of peer speech presentations.

### ASSIGNMENTS AND GRADING

#### SPEECHES

Introduction	5 pts
“How to” 5 minutes	15 pts
Informative 5 minutes	20 pts
Persuasive 8 minute speech	25 pts

## WRITING

Self-Assessment	10 (5 points each)
Peer review	20 (10 pts each)
Class participation	5

NOTE: I am reserving the right to give pop quizzes and will adjust the grading percentages accordingly.

**ALL SPEECHES MUST BE COMPLETED AT ASSIGNED TIME. YOU MUST BE PREPARED TO DELIVER YOUR SPEECH ON THE FIRST ASSIGNED DAY.**

### MAJOR SPEECH REQUIREMENTS

- Outlines must be in MLA form and submitted according to schedule
- Speeches must be on different topics
- Specific criteria for each speech will be generated in class
- 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.

### WRITING ASSIGNMENTS:

1. Self Assessment #1: analysis of your strengths and weaknesses as a public speaker including strategies for improvement.  
Length: 3 pages (750 words) Form: MLA
2. Self Assessment #2: analysis of your improvement.  
Length: 3 pages (750 words) Form: MLA
3. Speech Analysis #1: analysis of assigned peer's informative 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 5 pages (1250 words) Form: MLA
3. Speech Analysis #2: 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)

### COURSE POLICY

#### Attendance

Attendance is a requirement. Absences will have a negative affect on your grade. If

you 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 May 10<sup>th</sup>. 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 call my office phone. 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

**R 1/21** Introduction

##### WEEK TWO

**T 1/26** Reading Due: Part 1 (1-35) and 3 (92-121)

In-class exercises

**R 1/28** Reading Due: Part 2 (36-91)

I will hand out a complete schedule next week.

