

COM K109 Speech Practice T 4:00-6:00pm Room D203
Instructor: Susan M. Topping
Office: C254 Phone: 892 5763 e-mail: stopping@trcc.commnet.edu
Office Hours: TR 11:30-2:00 p.m. and by appointment

COURSE DESCRIPTION

Students will learn to give a five-minute, organized, extemporaneously delivered oral presentation. Emphasis will be placed on overcoming speech anxiety, acquiring confidence, planning a brief presentation, and practicing speech delivery. This course is an option for completing the oral communication requirement for the General Studies and Liberal Arts and Science degrees. It does not substitute for COM K173 public Speaking.

REQUIRED TEXT

A Pocket Guide to Public Speaking 3rd ed. Ed Dan O’Hair et al.

LEARNING OUTCOMES

Upon successful completion of COM K109 , students will be able to:

- Compose and deliver a five-minute extemporaneously delivered persuasive speech.
- Develop, research, and compose speech outlines according to formal outlining techniques.
- Analyze, recognize, and incorporate the appropriate, formal argument models and patterns of logic used in public speaking.
- 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 PowerPoint 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

Speech #1	10 pts
Information Literacy Presentation	20 pts
Persuasive 5 minute speech	30 pts

WRITING

Self-Assessment	10 (5 points each)
Speech Analysis	15 points
Peer review	10 points
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
- 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 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. 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 4 pages (1000 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 October 12th. 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

T 8/31 Introduction

WEEK TWO

T 9/7

In-class: 3-5 minute speech

Reading Due: Parts 1, 2 and 3 (1-121)

Writing Due: Three Persuasive speech topics.

WEEK THREE

T 9/14 Information Literacy assignment and presentations

Writing Due: Self Evaluation #1

WEEK FOUR

T 9/21 Writing Due: Working and Speaking Outlines

Writing Due: Speech Analysis

WEEK FIVE

CONFERENCES

WEEK SIX

T 10/5 Practice Persuasive speech

WEEK SEVEN

T 10/12 In-class Persuasive Speech for grade

WEEK EIGHT

T 10/19 In-class Persuasive Speech for grade

Writing Due: Self Evaluation #2

Peer Analysis due by Friday, 10/22 by email to stopping@trcc.commnet.edu