

INTRODUCTION TO PUBLIC SPEAKING COM K173- Fall 2010

Three Rivers Community College: Room D221

Thursday: 6:00-8:45 PM

CRN: 31048; Section: T15

Instructor: Linda A. Wainright M.S., CCC

Email: Lwainright@trcc.commnet.edu

Office Hours: By Appointment

Course Description: This course will focus on the fundamentals of speech communication. Students will learn to listen to, prepare, deliver and critique various types of verbal presentations. Emphasis will be placed on organization as well as on actual speech delivery. Verbal and non-verbal communication aspects will be addressed.

Learning Outcomes for COM 173: Upon successful completion of COM 173, 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 information obtained through research using MLA format.
- > Analyze and provide productive, useful, and constructive critique of peer speech presentations.

Required Text:

O'Hair, Dan and Rubenstein, Hannah and Stewart, Rob: *A Pocket Guide to Public Speaking*, Boston, MA; Bedford/St. Martin's Publishing, 2010 (Third Edition)

Procedures: Lectures will be minimal---student involvement and participation will be maximal. Students will be responsible for the following:

1. (70-75% of the grade) Individual/ Group Presentations (8 per student):
 - Introductory Speech (1 minute)
 - Object Presentation (2 minutes)
 - Family Roots Presentation (5 minutes)
 - Group Chapter Presentation (15-20 minutes)
 - Informative Speech (6-10 minutes)
 - Persuasive Speech (6-10 minutes)
 - Two Impromptu Speeches (3 minutes)
 - Informal In-Class Speaking Activities (various lengths)
2. (10% of the grade) Critique Activities (oral and written)
3. (15% of the grade) Tests (1 quiz, 1 midterm, and 1 final exam)
4. (5% of the grade) Attendance/Being Ready on Assigned Dates

The above percentages are approximate

Grading Method: In this course, you will have the opportunity to participate in activities designed to improve your communication skills. All the activities will have a point value. List of these activities and point values are attached. In order to participate in the activities, you must be present in class the day of the activity. Because communication involves your interaction with others, *no class activities can be made up outside of class, and no extra work is assigned as make-up work for any missed activities.*

Written assignments handed in late receive no credit! NO EXCEPTIONS

Anyone who does not come to class on their assigned speech/presentation day (without **first** having put a message on my email **prior to class**) or comes to class with an excuse for not presenting their talk that day (and does not let me know **prior to my entering the room**)...will automatically have 10 of the potential points deducted from their grade. **NO EXCEPTIONS.**

All class days after your appointed day until you actually give your talk are considered days that your speech presentation is due, and an additional 10 of the potential points will be deducted for each class (missed or attended) until the speech/presentation is given. Above referred to “**prior excuses**” are allowed only **once a semester.**

Possible: 600 points. A 45-point cushion is built into the final grading system in case of a missed class, poor performance on a test or presentation, etc.

Final Grade: (points)

600-555	A
554-540	A-
539-525	B+
524-495	B
494-480	B-
479-465	C+
464-435	C
434-420	C-
419-405	D+
404-375	D
374-360	D-
Below 360	F

Definitions of Grades

A	Excellent
B	Good
C	Satisfactory (Average)
D	Poor
F	Unsatisfactory

Attendance: 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. *No class activity done by the class can be made up, and extra credit is not assigned.*

College Withdrawal Policy: “Students may withdraw, in writing at the Registrar’s Office for any reason until the end of the 10th week of class. From the 11th week through the end of the 13th week, a student may withdraw with the instructor’s written approval. ***This instructor will be forced to give student an “F”(college policy), if a student stops attending this class and does not formally withdraw with the Registrar.***

Eligibility: Students must have completed and/or scored into ENG 100 to be eligible for this class. Those who scored into ENG 094 should not take this class.

Plagiarism: Plagiarism is the unacknowledged use of another person’s words or ideas in one’s own writing or oral presentations. The definition will be discussed in class, but the essential principle is that a person is not to quote, paraphrase, rephrase, or otherwise include the ideas of someone else **without giving the proper credit**. If a student violates this principle, (s)he will receive a penalty ranging in severity from an “F” on the assignment to an “F” in the course.

Disabilities Statement: If you have a question regarding a disability that may affect your progress in this course, please contact one of the college’s Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Judy Hilburger (892-5744) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5249) also works with students who have disabilities.

Contacting Instructor: **The most expedient method of getting a message to me is via email.**

Additional Information/Reminders:

1. You must be present in class to participate in the class activities.
2. No class activities can be made up outside of class.
3. No extra, individual work is assigned to make up for students’ absences, inability to complete assignments, etc.
4. It is important to be to class on time. If you arrive late, and another student is speaking, please wait outside until the student is finished. You may enter if the instructor is talking.
5. All class activities must be completed in class with classmates on the same day.
6. Written assignments passed in after the due date - receive no credit.
7. Written assignments are due at the beginning of class on each due date. They cannot be completed in class.
8. Any student caught cheating in this course automatically receives a failing grade.
9. You are responsible for keeping an accurate record of all of your points.
10. Keeping up with class assignments is your responsibility—even if you are not in class when an assignment is given. A class roster will be prepared so you can stay in touch with your classmates for assignments.
11. This will be a fun course.

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COM K173**

Fall-2010

<u>DATES</u>	<u>TOPICS</u>	<u>POSSIBLE POINTS</u>
8/26	Course Guidelines; Objects Exercise Assignment; Get Acquainted Exercise; Initial Suggestions for More Effective Speech Delivery; Introductory Speeches; Group Chapter Assignments; Family Roots Assignment; Discussion: Planning and Organizing Read: Chapters 1, 2, 4	(10)-5-(80)-(50)
9/2	Object Presentations; Discussion: Chapter Presentations, General Communication Skills, Dyadic Communication, Communication vs. Language vs. Speech, Chapter 1, Elements of Communication; Speaking in Real-World Situations; Controversial Statements Activity Read: Chapters 7, 8, 9	10
9/9	Frame-Breaking/ Topic Brain-Storming Activities; Discussion: Informative Speeches; Assign Informative Speeches; Family Roots Presentations; Discussion: Incorporating Technology (Power Point, etc.) Read: Chapters 23, 10, 11	5-(5)-(5)-(100)
9/16	Discussion: Basic Speech Guidelines; Chapter 2 (Overview of a Speech) Presentation: Chapter 23 (Informative Speech) Presentation; Discussion: Conducting/Evaluating Research; Family Roots Presentations Read: Chapters 12, 13, 34	
9/23	Name Quiz ; Chapter 7-9 (Sel.Topic-Purpose/Dev.&Loc.Support) Presentation; Chapters 10-11 (Locating Support/Internet/Citing Sources) Presentation; Finish Family Roots Presentations; Discussion: Sample Speeches Read: Chapters 14, 15	10
9/30	Chapters 13 (Organization) Presentation; Chapters 12 and 14 (Outlines) Presentation; Discussion: Outlines, Citing Sources, Persuasive Speeches; Assign Persuasive Speeches; Exam Review Read: Chapters 12, 13, 14, 15, 23, 34	5- (5)-(100)
10/7	Chapter 15 (Introduction-Conclusion) Presentation; Discussion: Delivery, Nervousness; Assign Critiques; Continuation of Consensus Activity; Assign Group Interaction Journals; Chapter 24 (Persuasive Speeches) Presentation MIDTERM: (Study Chapters:1,2,4,7,8,9,10,11,12,13,14,15,23,34) Read: Chapter 24, 3	30-5-5-50
10/14	Test Consensus; Activity; Informative Speeches Begin Read: Chapters 20, 21, 22	5

- 10/21** Chapters 20-21 (Types of/Designing Visual Aids) Presentation;
Discussion: Listening, Group Communication; Persuasive Speeches;
Complete Informative Speeches
Read: Chapters 25, 17, 18, 19
- 10/28** Chapter 25 (Special Occasion Speeches) Presentation; Chapter 6 (Audience);
Start Persuasive Speeches
Read: Chapters 6, 16, 3
- 11/4** Complete Persuasive Speeches; Chapter 16 (Language) Presentation;
Discussion: Career Communication (Interviews, Telephone, etc.),
Group Communication;
Read: Chapters 5, 26, 35
- 11/11 Veteran's Day: NO CLASS**
- 11/18** Discussion: Impromptu Speeches; Impromptu Speeches #1;
Complete All Major Presentations 5
- 11/25 Thanksgiving Holiday: NO CLASS**
- 12/2** Self-Concept Activity; Exam Review (if time); Assign (5-5)-5
Class Evaluations 5-(10)
- 12/9** Impromptu Speeches #2; Oral Peer Critiques ; 5-5
- 12/16 EXAM (Study Chapters: 3,5,6, 16,17,18,19,20,21, 22,24,25,26,35)** 50

Important to Note

Ten points will be given to those students who have a maximum of no more than one absence during the semester. 10

Ten points will be given to those students who are ready to present on ALL 4 of their assigned major presentation days: family roots, chapter presentation, informative speech, and persuasive speech. 10

Changes in any of the above activities are left to the discretion of the instructor. Time limitations may prevent the completion of one or more of the above activities. If so, points will be adjusted accordingly.

NOTE: If classes and/or exams are canceled due to inclement weather, whatever is scheduled on the cancellation date will be scheduled for the **NEXT** class **IN ADDITION** to what is normally scheduled for the next class.

NOTE: If a student misses the midterm and/or final; without **FIRST** making arrangements with the instructor to take the midterm/final beforehand--then the midterm/final cannot be made up. **NO EXCEPTIONS.**

