

## INTRODUCTION TO PUBLIC SPEAKING

**\*Com K173-30479**

Com K173-30243

**Thurs. -6:30-9:15pm -Rm. B114**

Friday-2:00-4:45pm- Rm. D128

**Instructor:** Elaine Violette

**Office Hrs:** 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.

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

1. Demonstrate, describe, and apply an understanding of the relevant principles of speech communication, reasoning, and argumentation.
2. Critically evaluate examples of public discourse.
3. Demonstrate the acquisition of skills in public speaking and argumentation within several speech structures and contexts.
4. Demonstrate an ethical and effective use of academic research.
5. Demonstrate an appreciation of the relationship of speech communication to society.

**Textbook:** *Public Speaking for College and Career, 9<sup>th</sup> edition, Hamilton Gregory*  
**Notebook** and pocket folder / 4"X6" index cards  
**TIME or NEWSWEEK or other Educational Resource article -2-3 p. minimum**  
**USB for Power Points and video copy**

**Class Policies:** (Please read carefully.)

Regular attendance is **essential and expected** for active participation and fair evaluation. Material given weekly in class for the day's discussions and activities and for future preparation is necessary for optimum learning and evaluation. In-class work can **not** be made up. Your presence for *active listening* is vital to speech improvement. **More than 2 absences will seriously affect your grade. If you do miss a class, come to the next class prepared with readings completed and speech prepared if appropriate.**

**Grading Procedure:** In order to receive full credit, you must be present in class for all activities. No class activities can be made up outside of class and no extra work is assigned as make-up work for any missed activities.

<b>Speeches</b>	<b>40%</b>
<b>Tests</b>	<b>20%</b>
<b>Outlines/speech preparation</b>	<b>30%</b>
<b>Self-peer assessments</b>	<b>5%</b>
<b>Participation/Group work</b>	<b>5%</b>

**Required Speech Assignments:**

- Introductory Speech (2-3 minutes)
- Entertaining Speech (2-3 minutes) as time permits
- Magazine Speech (3-4 minutes)
- Informative Speech (5-7 minutes)
- Persuasive Speech (8-10 minutes)
- Impromptus (1 to 1 ½ minutes each)
- Group presentations as assigned

**Major Writing Assignments:**

- 2 Formal Full Sentence Outlines (with earlier drafts and peer edit workshops)
- 2 Topic Outlines – Due on days of formal speeches
- Peer and Self Critiques as assigned
- Library/research assignment
- 

**Tests: Mid Term Exam on readings and lectures**  
**Persuasive speech Quiz**  
**Essay Exam – Take home (Final)**

**Due dates and Late Assignments:** Due to the nature of a speech class, due dates must be adhered to for the class to run smoothly. Students must be ready to give speeches on assigned date with topic outline handed in at the beginning of class.

**Speech Assignments Penalties**

**Students attending class but unprepared to give speech on date assigned:**

- 1 pt per day up to 3 class days (no excuses accepted).
- 1 pt Topic Outline not handed in on Day 1 of speeches.

**Students not present in class on assigned speech day:**

- 2 pts for per absence up to 3 class days. (no excuses accepted)
- 1 pt. Topic Outline not handed in on Day 1 of speeches.
  - Students are expected to present on the next class day, if time permits.
  - Students will received a zero after 3 missed speech days

**Late speeches do not simply affect one student but the entire class' time schedule. In the professional world, penalties are expected for a speaker who is not available or unprepared to give a presentation. An absent or unprepared speaker causes serious problems for the company, hosting organization, supervisor, or customer, regardless of the reason (lateness, sickness, etc.) Therefore, points are deducted in a public speaking class for absent or unprepared students regardless of the reason.**

**Written Assignments:** Most late written assignments will not be accepted. Half credit will be given for outlines sent via email to me ONE day only after DUE date. EDIT workshops cannot be made up., though asking for the edit sheet to evaluate your own outline is highly recommended.

**Class Attendance and Tardiness Policies:** Although attending every class will not guarantee and A, or B or even a C, it will be impossible to earn a decent grade with too many absences or consistent tardiness. Important information is given out at the beginning of class and will NOT be repeated. It is the student's responsibility to ask a classmate for up-to-date information missed because of a late arrival or absence.

**Absences:**

- +5 points for perfect attendance added to the class average.
- +3 points for one absence only
- 0 points added for 2 absences
- 5 points deducted from class average for 3 or more absences.

**Tardiness:**

Tardiness causes disruption. An occasional tardiness is understandable; routine tardiness and leaving class early distracts and affect your participation grade.

- 2 points deducted from class average for each tardy after the first two.
- 2 points deducted for students who leave class early without prior notice to the instructor before class.

**Class Requirements Please Read Carefully:**

1. Outlines **must** be word processed and submitted on due date to avoid penalty. They will **not** be accepted hand written or in **unacceptable format**.
2. Excuses that include computer problems will not be accepted. (Use effective time management and careful planning to avoid last minute problems). Please check your computer set ups (PPs) the week before your speech is due.\*
3. Speech Topics must be conducive to academic setting and approved by instructor.
4. Power Points required as assigned.
5. Use credible sources as assigned and include MLA bibliography. (See text)
6. Please **DO NOT ENTER** the room while a speech is in progress.
7. Please be considerate of everyone in class before, during, and after speeches by keeping side talking to a minimum.
8. Students **absent** on speech day are required to present the next time their names are called.

**9. This is the only syllabus that you will receive. Please keep it in a secure place in your notebook.**

10. Tests cover reading assignments. Careful reading is essential to understanding.

\*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 Point in the school library will assure you of correct version in class.

**Please remember that it is your responsibility and not mine, to keep up with assigned readings and paper due dates as outlined by the syllabus. Contact me if you miss a class to receive missed handouts from the session you did not attend. If a class is cancelled for some reason, expect to do the work and turn in any papers associated with the cancelled class in the following session.**

**Extra Help:** I highly recommend taking advantage of TASC/ The Writing Center for help with outlines, research, or speech creation or the on-line writing lab at TRWritingCenter@trcc.commnet.edu. I will meet with students up to an hour before my classes in the adjunct office Room 205.1, for extra help or for grade conferencing if you email me at least 48 hours before class for an appointment.

**Campus Policies:**

**Academic Integrity-** In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

**Academic Dishonesty-**Student Discipline Policy, section 2:10, Board of Trustees of CT Community Colleges. Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

**Student Disabilities and Counseling Center:** Students with disabilities are guaranteed accommodations under the provisions of the Americans with Disabilities Act of 1992. Disclosure of disabilities must be voluntary. 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 (860-892-5751/Room A-119)

generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger's Syndrome (Chris's position is part-time). Kathleen Gray (860-885-2328/Room A-119) generally works with students who have physical, visual, hearing, medical, mobility, or psychiatric disabilities.

*Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to the instructor. Also, accommodations take effect when the instructor receives the paperwork from a student- accommodations cannot be provided retroactively.*

The Counseling Center offers:

- Academic advising and counseling
- Career counseling and information
- College transfer
- Employment counseling and resources for full and part-time jobs and internships
- Personal counseling and development
- Physical, psychological and special learning needs
- Referral to community agencies and resources

**Class Withdrawal:** If you stop attending class and do not officially withdraw, an **F** for the semester is designated per administrative guidelines. **Last day to withdraw is Dec.10<sup>th</sup>/Last day for add/drop Sept. 10<sup>th</sup>**

**Class Cancellations:** Please be sure I have your 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. Check the college website for whole school closings. I will send out a test email to be sure all emails are correct and on my list.

**Cell Phones:** Unless you are an emergency responder, all cell phones, Blackberries, text messaging devices, etc., should be turned off during class. All MP3 players, laptops, and other electronic devices should be turned off as well. Treat your fellow students with maturity and respect at all times. Extend the same attitude towards your instructor. Immature behavior will simply not be tolerated.

### **Revisions to Syllabus:**

The information contained in the syllabus is subject to revision at my discretion. I will inform the class of any changes that are made. If you miss a class, check with a classmate upon your return to verify that you have the most up-to-date information.

### **HELPFUL HINTS FOR SUCCESS:**

- **Study read your chapters, and take notes.**
- **Avoid procrastination. Begin class work as early as possible.**
- **Use library portals to gather research and keep accurate record of sources for citations.**
- **Write effective, well organized outlines. A good outline ensures quality speech content.**

- Practice speeches with note cards at least 4 times. Practice, if possible, in front of a family member or friend and check timing.
- Avoid full sentences on note cards, except for quotations.

**Public Speaking -Thursday- 30479 (6:30-9:15 pm)**

**Day-to-Day Syllabus**

*Visuals required for both major Informative and Persuasive Speeches. One must be a Power Point.*

**8/30** – Course Guidelines/ Get Acquainted Activity / Intro to Public Speaking. Introductory speech and Magazine speech preparation/ Video

**9/06** – **Readings Due Chs. 1 & 2. Introduction speeches** (2-3 min.). Tips for Effective Speech delivery and brainstorming. Consider your topic for 5-7 min. informative speech.

**9/13** – **Readings Due today: Chs. 5 & 12; Topics Selection and Outlining – LIBRARY DAY– ORIENTATON. Meet in library; Complete scavenger hunt; Choose your Informative Speech topic. With your partner, choose an informative article on an academic subject for the magazine speech (minimum 2-3 full pages long).**

**9/20** – **Readings Due today: Chs. 10 & 15** and be prepared to present **Magazine Speeches** (3-4 min). Bring to class your **Informative Speech topic, correctly written Specific Purpose Statement and Central Idea. draft (TYPED).** Discussion: Speaking to inform, creating main points, and formal outlines; Prep for Entertaining speeches.

**9/27** – **Readings Due Chs. 6 & 11** and 2<sup>nd</sup> TYPED outline draft with three sources documented; **Entertaining Speeches presented today (2-3 min.)**. Discussion: Supporting Your Ideas /Organization/ Exam review, visual chapter discussion.

**10/4** – **MID TERM EXAM - Due Chs. 9 & 14** and TYPED **Full sentence** Outline with MLA formatted work cited due today for peer- edit workshop. Discussion: Choosing persuasive topics/Impromptus

**10/11** – Due **Ch. 13- Informative Speech Presentations with visuals and typed TOPIC OUTLINE with MLA bibliography** (p. 113-114). Peer-assessment completed in class. Appropriate dress required.

**10/18 - Informative Speeches continued. Due Chs. 16 and 17** (Persuasion), Typed full page, self-evaluation of informative speech and Persuasive speech topic, specific purpose, and central idea (TYPED).

**10/25 – Persuasive Chapters Quiz**, and due: **Ch. 7** (Evaluating Sources). Three research sources and rough draft of main pts., for persuasive speech. Discussion: Persuasive speaking and techniques. Impromptus/Videos

**11/1 - Due Chs. 3 and 4** (Audience). Draft of full-sentence persuasive outline. Discussion: audience analysis and Group persuasion activity. Impromptus.

**11/8 – Due Typed Formal Full Sentence Persuasive Outline for editing workshop with MLA documentation. Impromptus/Videos**

**11/15 - Persuasive Speeches with Visual and TOPIC Outline.** Appropriate dress required.

**11/22 – Thanksgiving Day**

**11/29 - Persuasive speeches continued. Final Exam discussion.**

**12/06 – Due: Ch. 18 and 19.** Persuasive speeches completed. Group activity. Take Home Essay Exam.

**12/13 –Essay Exam** and unfinished business.

.....  
**IMPORTANT**

**Note:** Changes in any of the above assignments are left to the discretion of the instructor. Time limitations may prevent the completion of one or more of the above activities.

**Note:** If classes and/or tests are cancelled 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 a test without FIRST making arrangements with the instructor to take the test, the test cannot be made up.