

## **COM K173 Public Speaking W 6:30-9:15pm**

Instructor: Susan M. Topping Room D206

Office: C254 Office Hours: W 4:00-4:45pm, and by appointment

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### **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 TEXT**

*Public Speaking: Strategies for Success*. 6<sup>th</sup> ed. David Zaretsky.

### **COURSE OUTCOMES:**

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.

### **ASSIGNMENTS AND GRADING**

#### **SPEECHES**

Speech #1 (3-5 minutes) 5 pts

Informative speech #1 (4-6 minutes) 10 pts

Informative Speech #2 with Powerpoint and outline (5-7 minutes) 20 pts

Persuasive Speech with outline (8-10 minutes) 40 pts

#### **WRITING**

Self-Assessments 10 (5 points each)

“Great Speech” review 7.5 pts

Peer Speech review 7.5 pts

**ALL SPEECHES MUST BE COMPLETED AT ASSIGNED TIME. YOU MUST BE PRERARED TO DELIVER YOUR SPEECH ON THE FIRST ASSIGNED DAY OR POINTS WILL BE DEDUCTED FROM YOUR SPEECH GRADE.**

### **SPEECH REQUIREMENTS**

- Outlines must be in MLA form and submitted according to schedule
- Speeches must be on different topics with either Informative Speech #2 or the Persuasive speech connected to this year’s academic theme of “Messages”
- Specific criteria for each speech will be generated in class
- Informative Speech #2 must include powerpoint
- All speeches must be delivered extemporaneously; otherwise they will receive an F.
- 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.
- Students should dress appropriately and professionally when giving speeches.

### **WRITING ASSIGNMENTS:**

1. Self Assessment #1: analysis of your strengths and weaknesses as a public speaker including strategies for improvement.  
Length: 3 pages (750 word minimum) Form: MLA
2. Self Assessment #2: analysis of your improvement.  
Length: 3 pages (750 word minimum) Form: MLA
3. "Great Speech" Analysis: analysis of "great" 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. Peer Speech Analysis: 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)

PLEASE NOTE: ALL WORK MUST BE HANDED IN ON THE DAY DUE. WITH THE EXCEPTION OF THE WORK DUE ON 12/17/2012, I WILL ACCEPT LATE WORK (PAPER COPY ONLY, TO MY OFFICE) UP TO 48 HOURS PAST THE DUE DATE, BUT IT WILL RECEIVE A 20 POINT PENALTY. NO WORK WILL BE ACCEPTED AFTER THIS 48 HOUR GRACE PERIOD; YOU WILL THUS RECEIVE AN F FOR THE ASSIGNMENT.

### **COURSE POLICY**

#### **ATTENDANCE**

Attendance is a requirement. Absences will have a negative affect on your grade. If you are absent during the last three weeks of class, I will deduct half a grade for each absence from your final grade. If you do 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 of classes so that an appropriate plan to meet your needs may be arranged. 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.

#### **WITHDRAWAL FROM CLASS**

The last day to officially withdraw from this class is Dec 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 email me at [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu) 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**

W 8/29 Introduction

##### **WEEK TWO**

W 9/5 Reading Due: Chapters 1-4

Practice Speech #1

**Speech #1 for Grade**

##### **WEEK THREE**

W 9/12 Reading Due: Chapters 6, 9 and 10.

Writing Due: Three Informative Speech topics due 12:00pm by email to [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu).

**Speech #1 for Grade**

##### **WEEK FOUR**

W 9/19 Reading Due: Chapter 7

Research Workshop

##### **WEEK FIVE**

W 9/26 Reading Due: Chapter 13

Writing Due: Informational Literacy Assignment Due with one Annotated Bibliography entry for an academic source you will be using in preparing your speech.

In class: Opening Strategies Exercise

Practice Informational Speech #1

##### **WEEK SIX**

W 10/3 **Informational Speech #1 for Grade**

##### **WEEK SEVEN**

W 10/10

Reading Due: Chapter 15

Writing Due:

1. Self Analysis #1: 750 word evaluation that addresses the strengths and weaknesses of your speech delivery. Be specific and include strategies for improvement. Please use MLA form.
2. 3 informational topics for Informational Speech #2 by 12:00pm email to [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu)

##### **WEEK EIGHT**

W 10/17 Reading Due: Chapters 8 and 11

Practice Informational Speech —Please bring copies of both working and speaking speech outlines to class, and be prepared to practice 2 minutes of informational speech with powerpoint  
Discuss Persuasive Speech assignment

**WEEK NINE**

W 10/24 Reading Due: Chapter 14

**Informational Speech #2 for Grade**

Written Work Due: Three Persuasive Speech Topics: by 12:00pm, email to stopping@trcc.commnet.edu

**WEEK TEN.**

W 10/31 Reading Due: Chapters 5 and 12

Discuss persuasive speech structures and argumentation.

In-class survey assignment

Discuss ‘Great Speech Assignment’

**WEEK ELEVEN**

W 11/7 Written Work due: Annotated Bibliography (5 entries) for Persuasive Speech

**WEEK TWELVE**

W 11/14 Writing Due: “Great Speech” Assignment

Practice Persuasive Speeches

**WEEK THIRTEEN**

**NO CLASSES THANKSGIVING BREAK**

**WEEK FOURTEEN**

W 11/28 **Persuasive Speeches for Grade\*\***

**WEEK FIFTEEN**

W 12/15 **Persuasive Speeches for Grade\*\***

**WEEK SIXTEEN**

W 12/12 **Persuasive Speeches for Grade\*\***

Makeup speeches if time allows

**Due by 12/19** By email to stopping@trcc.commnet.edu

1. Write a 750 word response on your improvement. Use MLA form.
2. Final Peer Analysis

PLEASE NOTE:

\*\*I will deduct one half of a full letter grade from your final grade for any absences on these days.