

COMM 1110: Public Speaking

Instructor: A. Burnside

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Office Hrs: MW 9:30a-10am, 3-5:30 pm / WedFr 12p-1pm/ Fr 3-5p

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You may also place material in my mailbox, Mass Communications office.

COURSE DESCRIPTION

This class emphasizes principles of communications, public speaking and basic skills of oral communication.

Course Objectives

1. To expose student to a variety of public speaking situations.
2. To train students in research, preparation, organization and delivery of public speeches.
3. To help students control nervousness and conquer “speech anxiety”.
4. To help students become more effective listeners
5. To help students develop and/or refine critical thinking skills.

TEXT AND SUPPLIES

- *The Art of Public Speaking, Eighth edition, by Stephen E. Lucas*
- One standard blank VHS videotape
- Index Cards

COURSE POLICIES

- **Attendance/Participation**—Come to class regularly, on time, and take an active part. Study and critique other speakers, making helpful suggestions. Carefully consider their critiques of your performance, evaluate the validity of comments, and modify your performance accordingly.

****3 day week class = 5 absences **2 day week classes= 3 absences**

- **Absences/Make-ups**— 20 points deduction from your final grade for every absence after the allowance. You must deliver speeches and take tests/quizzes on the assigned day. ***No make up speeches/tests will be allowed!***

Exceptions: Credible documentation for the situation that results in a student missing an assigned speech day—Official doctor’s excuse, or official business matter, court hearings, close friends/family funerals- only with obituaries or written note of verification from a credible third party. Make-ups will only be allowed if there is sufficient time to allow a make-up without inconveniencing the class time.

- **Late Arrivals/Early Departures**—when you arrive late or depart early, you distract the instructor and other students. (3) Three tardies/leave early count as **one** (1) unexcused absence. If you need to leave early please notify instructor prior to start of class.
- **Classroom Etiquette**
 1. **Please turn off cell phones and pagers when you enter the classroom. If your cell phone or pager goes off repeatedly you may receive a deduction of grade points.**
 2. **Don’t talk, read, sleep, do homework, balance your checkbook, etc. That’s distracting and disrespectful. Grant your instructor and fellow students your full attention.**
 3. **Nearly every class has assigned reading; most classes will be devoted to reading for that day. Your grade and class participation will suffer if you don’t keep up with text readings.**
 4. **DO NOT enter the classroom while a student is presenting a speech. Wait in the hall until the speech has ended, then enter.**

*******Plagiarism—All work you turn in or present MUST be your own work. Credit all outside source material verbally within the context of your speech. Plagiarism can lead to failing the course and severe disciplinary action from the University.**

BIBLIOGRAPHY AND OUTLINES:

- All final bibliographies and outlines *must* be typed and stapled. Always give the instructor your final outline *before* you stand to speak. *No Exceptions!!*
- Use Modern Language Association (MLA) format—this includes all Internet sources, books, periodicals, and interviews.
- Follow the outline guidelines and checklist given in the book.
- Carefully edit your outlines and bibliographies. Check all aspects of grammar and spelling; don't rely on spell check alone. Sloppy work will count against you.

GRADING STANDARDS:

Minimum speech criteria:

- Deliver specific speech assigned—informative, persuasive, etc.
- Be ready for presentation on your assigned date.
- Stay within the specific assignment time limit.
- Fulfill any special requirements of the assignment—preparing an outline, using visual aids, conducting an interview, bibliography, etc.
- Outlines must include specific purpose and central idea.
- Have an *identifiable* introduction, body, and conclusion.
- Be free of serious errors in grammar, pronunciation, and word usage.

Grades are based upon how well one fulfills the requirements of each assignment according to the criteria specified in syllabus and any supplemental information given for that assignment. Also, any additional information presented in class by the instructor.

Speech Assignments

Classmate Introduction Speech	Required
Group Project + Group Outline	100
Informative Speech + Outline	75
Demonstration/Process Speech (Informative) + Outline	75
Persuasive Speech + Outline	100
Group Sales Project	25
Bibliography (Group, Informative, Persuasive)	75
Policy/Political Issue Speech	Extra Credit

Tests/Quizzes

Pop-Quizzes	50
Mid-term Exam	100
Final Exam	+ <u>100</u>

700 Total Points

IMPORTANT!!

- **A ZERO (0) IS RECORDED IF THE STUDENT DOES NOT GIVE THE SPEECH ON THE ASSIGNED DAY, UNLESS THERE IS A DOCUMENTED EXCUSED ABSENCE. DOCUMENTED EXCUSED ABSENCE - MUST BE TURNED IN WHEN YOU RETURN TO CLASS. NO EXCEPTIONS!**
- **STUDENT WILL NOT BE ALLOWED TO SPEAK AND WILL RECEIVE A ZERO (0), IF OUTLINE AND BIBLIOGRAPHY IS NOT TURNED IN PRIOR TO THE SPEECH.**
- **BIBLIOGRAPHY MUST BE TURNED IN SAME DAY AS ASSIGNED SPEECHES. LATE BIBLIOGRAPHIES WILL NOT BE ACCEPTED. NO EXCEPTIONS!**
- **LATE WRITTEN WORK WILL HAVE 10 POINTS DEDUCTED FOR EACH DAY IT IS LATE.**

REMEMBER: Extra Credit may be given for Impromptu Speeches, Q& A Sessions, Class Participation, Perfect Attendance, etc. Participation in class exercises and completing critique sheets on classmate speeches will raise a borderline grade.

Grades will be awarded as follows:

A = 700 – 630 points B = 629 – 560 points C = 559 – 490 points
D = 489 – 420 points F = below 420 points

1. **INTRODUCTION SPEECH (1-2 minutes)** This will be your first opportunity to get in front of an audience (the class). Interview a fellow student, and follow the guidelines in your book for introducing another speaker. *This speech is not graded, but is required for course completion.*
2. **INFORMATIVE SPEECH (3-4 minutes)** This will be the first speech evaluated for a grade, and must be about an object, event, concept, or process. You must turn in a printed preparation outline and bibliography. **AT LEAST (3) CREDIBLE SOURCES REQUIRED.**
3. **DEMONSTRATION/PROCESS (INFORMATIVE SPEECH) (4-5 minutes)** This informative speech must include a visual aid and step by step demonstration/process. **You must have a visual aid that is prepared prior to class and in accordance with, Visual Aids-Chapter 13.** You must turn in a printed preparation outline and bibliography. No official sources required, but encouraged.
4. **PERSUASIVE SPEECH (6-7 minutes)** This speech is a where you must take a stance on a belief, value or opinion. Requires extensive research and you must turn in a printed preparation outline with bibliography. **At LEAST (5) CREDIBLE SOURCES ARE REQUIRED.**
5. **POLICY/LAW SPEECH (3-4 minutes)** Persuade your audience on a policy or law that should be changed. **AT LEAST (3) CREDIBLE SOURCES ARE REQUIRED. EXTRA CREDIT**
6. **PANEL DISCUSSION (Approx. 20-25 minutes per group)** *Each group member* will give a presentation on different aspects of the topic considered by the group. Each group is to decide how to divide the main topic and assign sub-topics so as to present the group's conclusions in a balanced and complete fashion. **At LEAST (5) CREDIBLE SOURCES ARE REQUIRED.**
7. **GROUP SALES** Interactive Assignment Based on Monroe's Motivated Sequence.

Please note syllabus schedule is tentative and may be modified throughout semester.

Tentative Schedule Spring 2005

January 10-14	Class Overview, Syllabus/ <u>Introduction Speeches</u>
January 17-21	MLK Holiday (no class 1/17) / Ch.1 Speaking in Public & Ch. 2 Ethics
January 24-28	Ch. 3 Listening & Ch. 4 Selecting Topic and Purpose
January 31-Feb 4	Ch.18 Speaking in Small Groups
February 7-11	<u>Panel Discussions</u> Ch.5 Audience Analysis
February 14-18	Ch. 6 Gathering Materials & Ch. 7 Supporting Ideas <u>Panel Discussions</u>
February 21-25	Ch. 8 Organizing the Body and Ch. 9 Beginning & Ending
February 28-Mar 4	<u>Demonstration Speeches</u> / Ch.10 Outlining & Ch. 11 Language
March 7-11	Ch.12 Delivery & Ch.13 Visual Aids
March 14-18	<u>Informative Speeches</u> / Ch. 14 Speaking to Inform
March 21-25	*Spring Break*
March 28-Apr 1	Ch.15 Speaking to Persuade & Ch.16 Methods of Persuasion
April 4-8	Political Speeches
April 11-15	<u>Persuasive Speeches</u>
April 18-22	<u>Persuasive Speeches</u>
April 25-29	Ch.17 Speaking on Special Occasions/ <i>Group Sales Presentations</i>
May 2	<i>Final Exam Review</i>