

COMMUNICATION 1110--PUBLIC SPEAKING--SPRING 2005

Tuesday, Thurs: SECTION #02 9:30-10:45 AM HUM 226
Tuesday, Thurs: SECTION #03 11:00-12:15 PM HUM 226

INSTRUCTOR: Mrs. Peggy Gauthier
OFFICE: Humanities 213

OFFICE HOURS: MW: 2:30-5:30PM
TR: 9:00-9:30PM and 1:00-3:00PM (& by Appt.)

PHONES: MY OFFICE: 678-839-4929 (Voice Mail)
678-839-6518--Ms. Teresa Yates (Secretary)
email: pgauthie@westga.edu

TEXT: Stephen E. Lucas, The Art of Public Speaking,
(8TH EDITION)

SUPPLIES: 2-sided pocket Folder; Standard Blank VHS Tape,
2 Scantrons (Form 229629),
4 x 6 or 5x8 Notecards-&-Materials for Visual Aids

COURSE OBJECTIVES:

1. To expose you to a variety of public speaking situations.
2. To train you in research, preparation, organization & delivery of public speeches.
3. To help you to learn to control and put your nervousness about the speaking situation to good use.
4. To help you become a more effective listener.
5. To help you develop critical thinking skills.

ATTENDANCE POLICY:

A significant part of your progress as a speaker depends on your observation of other speakers and comments concerning their strengths and weaknesses. Furthermore, you have a responsibility to help provide an audience for others to address---just as they help provide an audience for you. ATTENDANCE is IMPORTANT!

ABSENCE POLICY:

3 ABSENCES ALLOWED (NOT ON SPEECH OR EXAM DAYS!!!)

Students missing any classes (AFTER THE ALLOWANCE) will receive (-1 PTS.--FOR EACH ADDITIONAL ABSENCE), deducted from their final course grade. (EACH TIME A CLASS IS MISSED (AFTER THE ALLOWANCE) THIS PENALTY WILL BE IMPOSED!!)

LATE ARRIVALS & EARLY DEPARTURES: Each late arrival & early departure will be counted as 1/3 an absence. If you are late, YOU are responsible for seeing me after class to make sure I change my records.

ATTENDANCE BONUS POINTS: (Added to your final course average)
0 ABSENCES = 2pts.

CLASS WITHDRAWAL PROCEDURES:

If you wish to drop this course after the schedule change period, you must obtain a withdrawal form from the REGISTRAR'S OFFICE.

Ceasing to attend class (or verbal notice thereof) by the student does NOT constitute official withdrawal and will result in the grade of "F" or "WF."

ON SPEECH DAYS: DO NOT enter the classroom while a student is presenting. Wait in hall until speech has ended & you hear clapping, then enter.

***Students who normally experience problems with attendance should consider withdrawing from the course now.

SPECIAL REQUIREMENTS FOR MAKING UP AN EXAM OR SPEECH:
NO MAKE-UP WILL BE ALLOWED UNLESS:

- A. The teacher is notified (IN ADVANCE OF THE ABSENCE) OR, (if an emergency arises which totally precludes a phone call prior to class time, contact MUST be made with the teacher ON THE DAY OF THE EMERGENCY!!)
- B. WRITTEN VERIFICATION is provided for emergency situations that result in the student missing a speech or exam.
- C. There is "Sufficient Time" to allow a make-up.
***IF YOU ARE ABSENT ON YOUR ASSIGNED DAY TO SPEAK---THERE IS NO GUARANTEE YOU WILL BE ALLOWED TO MAKE UP THE SPEECH!

OTHER IMPORTANT NOTES:

- A. I "MUST APPROVE" ALL SPEECH TOPICS!!
- B. Students who wish to change their topics after I have approved them, MUST CONTACT ME before the speech & get the NEW topic approved, or "THEY WILL NOT BE ALLOWED TO GIVE THE SPEECH!"
- C. All "PREPARATION OUTLINES" (Due the day you speak) MUST BE TYPED!!! (OR you will receive "NO CREDIT" for the outline).
- D. RESTRICTIONS ON WHAT CAN BE BROUGHT INTO THE CLASSROOM:
NO alcoholic beverages, no drugs, no firearms or other weapons, no open flames, no live animals or reptiles.
- E. No food, drink(except water)or tobacco products are allowed in the classroom. Eat before you come to class.
- F. No reading newspapers or magazines in class (or doing other homework).
- G. NO CELL PHONE USE IN CLASS. Turn them off or leave them at home. You will be ejected from class & take a penalty on your speech grade if a cell phone rings during anyone's speech.
- H. No radios or electronic devices in class.
- I. NO WEARING OF HATS OR ANY KIND OF HEADGEAR WHILE GIVING A SPEECH. NO GUM CHEWING OR FOOD IN MOUTH WHILE GIVING A SPEECH.
- J. Wearing of distracting clothing or inappropriate clothing will result in a reduced grade on that speech.

GRADING:

I will assign your work 0-100 points based on how well each assignment is fulfilled. This number will then be multiplied by the percentage the assignment is worth. The resulting products will be added together at the end of the quarter and that will be your final course percentage. Grades on speeches reflect the "Grading Standards for Speeches" handout, as well as the specific assignment requirements. If you have any questions regarding a speech grade, please schedule an appointment during office hours and bring your evaluation form with you. I welcome the opportunity to discuss the speech grades with you.

These will be the grade breakdowns:

90%-100% = A 80%-89% = B 70%-79% = C 60%-69% = D <60% = F

****** ANY ASSIGNMENT LATE FOR UNEXCUSED REASONS, WILL HAVE A ONE LETTER GRADE (-10%) PENALTY IMPOSED, ***PROVIDED THERE IS TIME FOR A MAKE-UP.**

SPEECHES NOT WITHIN THE TIME LIMITS LISTED WILL RECEIVE THESE PENALTIES:

1. OVER OR UNDER TIME (UP TO 1 MINUTE): -3 PTS. PENALTY.
2. OVER OR UNDER TIME (BY 1 MINUTE OR MORE): -5 PTS. PENALTY
3. OVER OR UNDER TIME (BY 2 MINUTES OR MORE): -10 PTS. PENALTY

ORIGINALITY OF STUDENT WORK:

All work you turn in or present in class **MUST** be your own work. Any academic dishonesty, such as plagiarism or cheating will not be tolerated. All outside source material must be given credit or referenced within the context of your speech (written & oral). Any non-original work will result in failure of the assignment and possible failure of the course.

RESERVATIONS (AND OTHER REMARKS):

1. This instructor reserves the right to revise the DAILY SYLLABUS (as warranted) during the course of the quarter (i.e., change dates if we get behind or if class size is larger or smaller than anticipated; I will notify you in advance if changes will be made.
2. Always be prepared to respond in class and be ready on your assigned speech day. The speeches will get progressively more difficult as the quarter progresses. You should learn to use a variety of research resources in the library.
3. Please feel free to ask questions in class about lecture materials or things you see being done in others' speeches. Feel free to discuss with me, at any time, assignments, readings, due dates, and problems which arise during the course of the semester. Many problems can be prevented with advance notice and preparation.

TIPS FOR SUCCESS IN THIS COURSE:

1. READ THE ASSIGNMENTS--PRIOR TO CLASS. Keeping pace with reading assignments improves both written & oral grades. Class lectures & discussions "do not substitute" for your own careful reading & study.
2. ANSWER REVIEW QUESTIONS AT THE END OF EACH CHAPTER.
3. ATTEND CLASS & PARTICIPATE IN CLASS EXERCISES & DISCUSSIONS. Just sitting in a chair is not enough! We all come to class to learn, and part of learning is asking questions and bouncing ideas off me & each other.
4. A DETAILED & CAREFULLY PREPARED OUTLINE IS YOUR BEST HELP FOR A GREAT SPEECH.
5. GET A "STUDY BUDDY" TO HELP WITH NOTES, TEST REVIEWS & SPEECH DELIVERY.

6. PREPARE & REHEARSE!! PRACTICE, PRACTICE, PRACTICE!! Do not make your class presentation a dry run. Rehearse your speech until you feel comfortable & can stay within the designated time limits. Rehearse in front of "real" people.

SPEECH ASSIGNMENTS:

Introductory Speech	1-2 minutes	NG
Informative Speech	3-5 minutes	15%
Process/Demonstration Speech	4-5 minutes	15%
Persuasive/Argumentative	7-8 minutes	20%
Inspirational/Tribute	4-5 minutes	15%

TOTAL ORAL WORK 65%

WRITTEN ASSIGNMENTS:

Midterm Examination	15%
Final Examination	15%
Homework Assignments	5%

TOTAL WRITTEN WORK 35%

EXAMINATIONS: While your speeches will indicate how well you have mastered the skills of speechmaking, midterm & final exams will demonstrate how well you understand the principles underlying those skills. These tests will be based on both our assigned readings & topics discussed in class.

EXTRA CREDIT: Various opportunities will be offered during the semester to attend speeches or presentations. I will outline the guidelines and requirements. If all criteria are met, a maximum of two (2) bonus points will be added to your final course average.

(Week 1)

TUES. JAN. 11 "Sign-In Please" Activity
Orientation -- Overview -- Syllabus

THURS. JAN. 13 Chapters 1 & 2
Class Activity: "Student Name Game"

(Week 2)

TUES. JAN. 18 Impromptu Speeches
Jokemaster Cards & Questionnaire Due
VIDEO: "Nervousness"

THURS. JAN. 20 Chapters 4 & 14

(Week 3)

TUES. JAN. 25 Introductory Speeches (ENTIRE CLASS)
Chapter 5---Audience Analysis

THURS. JAN. 27 Chapter 6--Gathering Materials
***Informative Speech Topics Due

(Week 4)

TUES. FEB. 1 Chapter 9--Introductions & Conclusions
Exercise: "What's in the Bag?"
***HOMEWORK--WRITTEN INFORMATIVE SHEET DUE

THURS. FEB. 3 Chapter 10--Outlining
Video "Student Speeches"
READ: PP. 74-83 "Giving Your First Speech"

(Week 5)

TUES. FEB. 8 Chapter 8--Organizing the Body of Speech
Breathing & Visualization Exercises
READ: PP. 311-16 "Answering Audience
Questions" READ: P. 310 "Practicing Delivery"
***HOMEWORK DUE--P. 261-62 #1
(Exercises for Critical Thinking)

THURS. FEB. 10 INFORMATIVE SPEECHES--GROUPS 1 & 2
*****BRING VIDEO TAPE**

(Week 6)

TUES. FEB. 15 INFORMATIVE SPEECHES--GROUPS 3 & 4
*****BRING VIDEO TAPE**
**Process Speech Topic Due

THURS. FEB. 17 INFORMATIVE SPEECHES--GROUP 5
*****BRING VIDEO TAPE**
*****HOMEWORK--WRITTEN PROCESS SHEET DUE**

(Week 7)

TUES. FEB. 22 Chapter 13--Using Visual Aids

Video "Visual Aids"

THURS. FEB. 24 PROCESS SPEECHES--GROUPS 4 & 3

(Week 8)

TUES. MAR. 1 PROCESS SPEECHES--GROUPS 5 & 1

THURS. MAR. 3 PROCESS SPEECH--GROUP 2
***** Review for Mid-Term

THURSDAY, MAR. 3 -- LAST DAY TO WITHDRAW WITH A GRADE OF "W"

(Week 9)

TUES. MAR 8 ******MID-TERM EXAM (Chapters 1,2,4,6,8,9,10,13,14)**

THURS. MAR. 10 Chapters 15 & 16--Persuasion
****Persuasive Speech Topics Due

(Week 10)

TUES. MAR. 15 Chapters 11 & 12--Language & Delivery
Video--"Mary Fisher"
*****HOMEWORK--WRITTEN PERSUASIVE SHEET DUE**

THURS. MAR. 17 Chapter 7--Supporting Your Ideas
Video--"Student Speeches"
****HOMEWORK DUE--"STRENGTHS & WEAKNESSES" PAPER

MARCH 21-25 SPRING BREAK--NO CLASSES!!!

(Week 11)

TUES. MAR. 29 WORK DAY--NO CLASS (Work on Persuasive Speeches--
if we're on schedule)

THURS. MAR. 31 PERSUASIVE SPEECH--GROUP 5 (CLASS Q & A)
*****BRING VIDEO TAPE**
***Whenever we have extra time from these
speeches, we will work on Chapter 3--Listening

(Week 12)

TUES. APR. 5 PERSUASIVE SPEECH--GROUP 2 (CLASS Q & A)

*****BRING VIDEO TAPE**

THURS. APR. 7 PERSUASIVE SPEECH--GROUP 1 (CLASS Q & A)
*****BRING VIDEO TAPE**

(Week 13)

TUES. APR. 12 PERSUASIVE SPEECH--GROUP 3 (CLASS Q & A)
*****BRING VIDEO TAPE**

THURS. APR. 14 PERSUASIVE SPEECH--GROUP 4 (CLASS Q & A)
*****BRING VIDEO TAPE**

(Week 14)

TUES. APR. 19 Chapter 17--Speaking on Special Occasions
Video--"Student Speeches"
*****HOMEWORK DUE--Read Mary Fisher Speech**
(Pp. A12-A15) (Write down LANGUAGE USED--
Repetition, Similes, Metaphors, Parallelism,
Alliteration, Antithesis) & number the
paragraph where it is found
*****TRIBUTE SPEECH TOPIC DUE**

THURS. APR. 21 INSPIRATIONAL/TRIBUTE SPEECH--GROUPS 2 & 1

(Week 15)

TUES. APR. 26 INSPIRATIONAL/TRIBUTE SPEECH--GROUPS 4 & 5

THUR. APR. 28 LAST DAY OF CLASS
INSPIRATIONAL/TRIBUTE SPEECH--GROUP 3
*******Review for Final Exam**

(Week 16)--EXAMS

FINAL EXAM (CHAPTERS 3,7,11, 12, 15, 16, 17)

TR 9:30 CLASS-- THURSDAY, MAY 5 --8:00-10:00 AM

TR 11:00 CLASS-- TUESDAY, MAY. 10 --11:00AM-1:00 PM