

COMMUNICATION 1110
PUBLIC SPEAKING
Spring 2005

- INSTRUCTOR:** Dr. Wendell Stone
- OFFICE HOURS:** 220 Humanities Building; 9:00 to 9:15; 12:45 to 1:45; 5:00 to 5:50 on Tuesday/Thursday; 9:30 to 12:00 on Wednesday and by appointment
- CONTACT INFO.:** 678-839-4932; wstone@westga.edu
- REQUIRED:** Stephen E. Lucas, *The Art of Public Speaking*, Eighth Edition, 4 x 6 index cards, folder, blank video recording medium (Mini DV); 2 scantron sheets (# 229633); materials for visual aids

COURSE DESCRIPTION: This course offers students an opportunity to study the principles and practice of public speaking with emphasis on the basic skills of oral communication.

COURSE OBJECTIVES: (1) To expose the student to a variety of public speaking situations; (2) to train the student in research, preparation, organization and delivery of public speeches; (3) to help the student learn to control and put their nervousness about the speaking situation to good use; (4) to help the student become a more effective listener; and (5) to develop critical thinking skills.

DUE DATES: All reading and writing assignments must be completed before the start of class on the day on which the assignment is noted. All exams, speeches, and other assignments must be completed on the date and in the order assigned. Make-up opportunities are solely at my discretion and will be permitted only if the situation warrants and time permits. I will consider allowing a student to make up a speech, midterm or final without penalty if 1) the student notifies me in advance or (if an emergency arises which totally precludes a phone call prior to class time) contacts me on the day of the emergency; 2) written, independent verification is provided for a situation beyond the student's control that resulted in the student's absence; and 3) there is sufficient time to allow a make-up. Otherwise, the student loses at least 10% of the maximum points for the speech. There is no guarantee that a student will be allowed to make up work, regardless of his/her excuse. The student will lose all points for a speech/exam/assignment if we do not have time for a make up or if I am dissatisfied with the excuse. In addition to the information noted here, see the description of each assignment for information on penalties. With the exception of extended, unavoidable absences, written work usually will not be accepted more than one week after its due date (note that some assignments will not be accepted late).

ATTENDANCE POLICY: Your attendance and active participation are essential elements of this course. Not only do your classmates deserve an audience to address, but you improve your skills as a speaker by listening critically to speeches by other people. Though you should be present and on time for every class meeting, you will be permitted up to three absences, with two tardies or early departures counting as one absence. Every absence after the third will result in 10 points being deducted from your final grade. Students with perfect attendance will receive a 20

point attendance bonus; students who miss only one class will receive a 10 point bonus. **If you arrive late, you must see me after class to ensure that I change the roster from Aabsent@ to Atardy.@**

EXTRA CREDIT: I may choose to add one or more optional extra credit assignments during the semester; the total points available for extra credit will not exceed 30.

ORIGINALITY: 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 and oral). Any non-original work will result in failure of the assignment and possible failure of the course. Appropriate action (including referral to the Student Judicial Board for a disciplinary hearing and possible expulsion from school) will be taken against a student involved in academic dishonesty.

ASSIGNMENTS AND GRADING:

Activity	Weight	Earned	Max	%
Speech of Self-Introduction	Not Graded			
Impromptu Speech	Not Graded			
Library Orientation	20 points			
Preparation Outline for Speech 1 (Informative)	20 points			
Speech 1: Informative	140 points			
Speech 1: Self-Assessment Form	10 points			
Speech 2: Process & Demonstration	150 points			
Speech 2: Self-Assessment Form	10 points			
Speech 3: Persuasive	170 points			
Speech 3: Self-Assessment Form	10 points			
Speech 4: Commemorative	150 points			
Mid-Term Exam	160 points			
Final Exam	160 points			

A = 900 to 1000

B = 800 to 899

C = 700 to 799

D = 650 to 699

- X **Library Orientation:** You must attend a regularly scheduled orientation to Galileo (“Introduction to Online Library Research”), following announced procedures for documenting attendance). A date by which you must have completed the orientation will be announced after the library posts its training schedule.
- X **Preparation Outline:** The Preparation Outline for Speech 1 (the Informative Speech) is due on the date below; I will review it and assign it a grade. You **MUST** revise the outline according to my comments and resubmit when you deliver your speech. It will then be graded again as part of your speech. The Outline will not be accepted late.
- X **All Speeches:** described at the end of the syllabus;
- X **Self-Assessment Form (SAF):** After watching the recording of your speech, you will complete the Self-Assessment Form. Because reviewing your prior performance should

be part of your preparation for an upcoming speech, the Self-Assessment form will be submitted in the folder for the following speech (for example, the SAF for Speech 1 will be submitted in the folder for Speech 2). **Note: Procedures and due dates for the Self-Assessment Form will vary for classes taught in the Speech Lab; appropriate information will be given in class.**

- X Mid-Term and Final Exams: These exams cover *all* course material, including the library orientation and all readings, lectures, and discussions.

PEER EVALUATION: You may be asked to evaluate the speeches of other students. If so, you should be honest, fair, and constructive in all comments.

WEBCT: The syllabus, most handouts, and other information will be posted on the WebCT page for this class. Hardcopies of handouts and other material will be available only on the days they are initially distributed. If you lose or do not get a copy of something, you should go to WebCT to see if it is available there. You are responsible for all information on WebCT. Check the email and message sections frequently.

USE OF SYLLABUS You are responsible for all assignments and information contained in this syllabus (including any changes made during class). You should consult it frequently and ensure that you meet all deadlines and requirements noted here, whether or not they are announced in class.

LIMITATIONS: Changes in this syllabus and in the assigned activity may be necessary over the course of the semester.

Date	Chapter Reading	Topic	Work Due
11-Jan		Introduction	
13-Jan	1, 4	Speaking; Topic/Purpose	
18-Jan	10, 14	Outlining; Informative Speeches	Topic for Speech 1
20-Jan	5, 7	Audiences; Supporting Your Ideas	
25-Jan	6 (pp. 147-157, 163-168)	Library	Preparation Outline
27-Jan			Self-Introduction
1-Feb	2, 3	Ethics; Listening	
3-Feb			Speech 1
8-Feb			Speech 1; Topic for Speech 2
10-Feb			Speech 1
15-Feb	Chapters 1, 2, 3, 4, 5, 6, 7, 10, 14		Midterm
17-Feb	8, 9	Body of Speech; Beginning/Ending	Self-Assessment Form Speech 1
22-Feb	13	Visual Aids	
24-Feb			Speech 2; Topic for Speech 3
1-Mar			Speech 2
3-Mar			Speech 2
8-Mar	15, 16	Persuasive Speech	Self Assessment Form Speech 2
10-Mar	12	Delivery	Impromptu
15-Mar			Impromptu
17-Mar			Speech 3
22-Mar	Spring Break		
24-Mar	Spring Break		
29-Mar			Speech 3; Topic for Speech 4
31-Mar			Speech 3
5-Apr			Speech 3
7-Apr	11	Language	Self-Assessment Form Speech 3
12-Apr	17	Special Occasions	
14-Apr			Speech 4
19-Apr			Speech 4
21-Apr			Speech 4
26-Apr			Speech 4
28-Apr		Concluding Remarks	
Chapters after final: 8, 9, 11, 12, 13, 15, 16, 17			

Final Exams	Meeting Time	Final Exam Date/Time
	9:30 - 10:45	Thurs, May 5, 8 -10 am
	11:00 - 12:15	Tues, May 10, 11 am - 1 pm
	2:00 - 3:15	Tues, May 10, 2 - 4 pm

PENALTIES. When a percentage amount is indicated as a penalty, the amount deducted is based upon the maximum allowable points for the assignment. In exceptional circumstances, you may ask for a penalty to be waived. Waiver of penalties will be solely at my discretion and will occur only if imposition of the penalty would seem unfairly burdensome and if the penalty resulted from an exceptional event over which the student had no control. As noted previously, all make-up work is solely at my discretion and will be allowed only if time is available and the student's situation justifies it. Should you miss the make-up time, a second such opportunity will not be given. **Penalties for late speeches or exams *may* (at my discretion) be waived if the student meets all conditions specified above in "Due Dates."**

- X Written assignments will be penalized 20% of the maximum points for each class day that they are late; except in the case of an extended, necessary absence, written assignments will typically not be accepted more than one week after the due date.
- X Outlines and other documents in the folder will be accepted only at the time of the speech (printer or computer problems do not justify late outlines).
- X A make up of the mid-term and final exams will be permitted only in the most unusual circumstances. The make-up exam may be in a significantly different format from that administered at the assigned time. A 10% penalty may apply and will be waived only under the most extraordinary circumstances.
- X You are expected to be fully prepared on the date on which you are assigned to speak. Make-up speeches may or may not be scheduled for a specific time; they may be worked in if and as time permits. Thus, you should be prepared to present your speech at any time. The penalty for delivering a late speech is 10% of the maximum points.
- X Failure to bring a functional videotape/recording medium on the day of a speech will be grounds for considering a student to be unprepared and may result in the speech being postponed (with a 10% late penalty being applied).
- X Disruptive, discourteous, and disrespectful behavior is unacceptable and will, at minimum, result in a person being asked to leave with her/his attendance for that day being changed to absent. This penalty may not be waived.
- X All speeches will be timed to ensure that they fall within the limits specified in the descriptions below. Any length outside the specified range will result in the penalty as announced in class. An excessively short speech will result either in a grade of AF@ or (at my discretion) in the requirement that the speech be redone (with a 10% penalty). I may choose to call an end to an excessively long speech.

If you do not deliver the speech in class, you will receive no credit for the folder or other supporting documents.

SPEECH ASSIGNMENTS

The following provides an overview of the speeches that you will deliver; I may narrow or change the range of topics from those mentioned below, though such changes will be announced in advance of the due date. The following requirements apply to all speeches:

- X I must approve all speech topics in advance; if you have not chosen a topic by the designated date, I will assign a topic to you; if you change the topic without my approval, I may choose not to allow you to deliver the speech;
 - X all speeches must be delivered extemporaneously (and, thus, *cannot be read or recited from a memorized script*);**
 - X no two speeches can be delivered on the same topic;
 - X you must bring your videotape for every speech cued to a point after the last speech;
 - X you must complete a Website Evaluation Form for every website used as a reference;
 - X you must submit a folder with supporting documentation for each speech, arranged in the following order (from top to bottom): evaluation sheet, contents page, preparation outline (must be typed), bibliography (must be typed), research notes, Website Evaluation Forms; speaking outline; remove all material not directly related to that speech; do not include computer disks, videotapes, or irreplaceable material;
 - X all material must be neat and legible;
 - X visual aids may not include alcoholic beverages, illegal drugs, firearms or other weapons, open flames, or live animals (such items are not allowed in the classroom at any time);
 - X appropriate dress is required for all speeches (hats or other headgear not worn for religious reasons should be removed while you deliver a speech).
 - X with some speeches, you will be asked to highlight certain items in your preparation outline.
 - X do not forget to make a copy of everything in the folder before submitting it to me.
- Additional details about the assignments will be given during class. Speeches will get progressively more difficult and will require you to use a variety of sources in the library.

Self-Introduction. (2 minutes) Present a brief introduction of yourself. Be sure to mention your name, home town, year in school, and academic major. Bring in one (and only one) object that represents a significant aspect of your background, personality, values, or ambitions. Using it as a point of departure, develop a speech that explains how that object relates to your life.

Impromptu. (2 minutes) You will be given a topic in class about which you must make a brief speech.

Speech 1. Informative Speech. (5 to 6 minutes; extemporaneous; preparation and speaking outlines required) Present a speech in which you explain one specific and significant aspect of a culture different from your own. Possible topics include a certain social custom, a family tradition, a holiday, clothing, food, and the like. You may draw upon your own experience if you have traveled outside the United States (but recall that the purpose of the speech is not simply to discuss your experience). You may not use visual aids. You should reference at least three print, non-internet sources for this speech. Limit your notes to one side only of 3 index cards. Do not write this speech out in its entirety; your speaking outline must not have complete sentences except for quotes.

Speech 2. Demonstration Speech. (5 to 6 minutes; extemporaneous; preparation and speaking outlines required) Present a speech in which you either demonstrate the steps of a process or how to perform the steps of a process. You must use at least 2 different kinds of visual aids. Limit your outline to one side only of 3 index cards. Do not write this speech out in its entirety; your speaking outline must not have complete sentences except for quotes.

Speech 3. Persuasive Speech. (7 to 8 minutes; extemporaneous; preparation and speaking outlines required) Using Monroe's Motivated Sequence, present a speech designed to persuade the audience for or against a question of policy. You should analyze your audience carefully so that you select the most effective persuasive strategies. You must use at least 2 visual aids. You must refer to at least 4 print, non-internet sources, at least one of which must disagree with your own viewpoint. Limit your outline to one side only of 4 index cards. Do not write this speech out in its entirety; your speaking outline must not have complete sentences except for quotes.

Speech 4. Commemorative Speech. (5 to 6 minutes; extemporaneous; preparation and speaking outlines required) Present a speech commemorating a famous person; your selection cannot be anyone you know or anyone related to you. Be sure to use the devices discussed in Chapter 11 to enhance your language and to make your speech more vivid and effective. Refer to at least three print, non-internet sources for this speech. Limit your notes to one side only of 3 index cards. Do not write this speech out in its entirety; your speaking outline must not have complete sentences except for quotes.

IMPROVING YOUR PERFORMANCE:

- X Recognize that this course involves a lot of work; budget your time accordingly.
- X GET ORGANIZED, STAY ORGANIZED.
- X Answer the review questions at the end of each chapter.
- X Prepare your outlines carefully, since a carefully prepared outline is the foundation of a good speech.
- X Start work on your next speech immediately after presenting the one before.
- X Begin to study for exams and to think of speech topics on the first day of class.
- X Read chapters fully since exam questions will come from the full chapters and class exercises, not just the summaries.
- X Practice, PRACTICE, PRACTICE your presentations.
- X Think about your grade and scholarships throughout the semester, not just during the last week of classes.
- X Talk to me about problems, concerns, needs, interests, etc. Make use of my office hours; feel free to ask for alternate meeting times if you are not free during the times posted above.

GENERAL CLASS RULES:

- X Cell phones, beepers, radios, and other electronic devices must be turned off and put away at the start of class.
- X No food or tobacco products are allowed in the classroom.
- X You must be courteous and respectful of all speakers, and particularly of student speakers. Do not talk, read, etc. when anyone is speaking. If you must leave or enter the room, do so during a break in class activity.
- X Do not read newspapers, magazines, or other material in class.
- X Whether or not present, students are responsible for all information made available during class lectures/discussions.
- X Copies of handouts will be available in class only on the day distributed; most will, however, be posted to WebCT.
- X You are responsible for all information disseminated through the WebCT site.
- X Class activity is primarily designed to support your progress in making speeches. Exams will focus primarily on the text (though some questions may come from class or other assigned activity).
- X All class comments and speeches should be respectful of the diversity of the other participants within the classroom.
- X **You must make a copy of all documents before submitting them to me, retaining the copies at least until I have returned the originals; you must retain all returned documents at least until your final grade has been posted.**

General Criteria Used for Evaluating Speeches

The *average speech* (grade C) should meet the following criteria:

1. Conform to the kind of speech assigned--informative, persuasive, etc.
2. Be ready for presentation on the assigned date
3. Conform to the time limit
4. Fulfill any special requirements of the assignment-preparing an outline, using visual aids, conducting an interview, etc.
5. Have a clear specific purpose and central idea
6. Have an identifiable introduction, body, and conclusion
7. Show reasonable directness and competence in delivery
8. Be free of serious errors in grammar, pronunciation, and word usage

The *above average speech* (grade B) should meet the preceding criteria and also:

1. Deal with a challenging topic
2. Fulfill all major functions of a speech introduction and conclusion
3. Display clear organization of main points and supporting materials
4. Support main points with evidence that meets the tests of accuracy, relevance, objectivity, and sufficiency
5. Exhibit proficient use of connectives-transitions, internal previews, internal summaries, and signposts
6. Be delivered skillfully enough so as not to distract attention from the speaker's message

The *superior speech* (grade A) should meet all the preceding criteria and also:

1. Constitute a genuine contribution by the speaker to the knowledge or beliefs of the audience
2. Sustain positive interest, feeling, and/or commitment among the audience
3. Contain elements of vividness and special interest in the use of language
4. Be delivered in a fluent, polished manner that strengthens the impact of the speaker's message

The *below average speech* (grade D or F) is seriously deficient in the criteria required for the C speech.

Student Information Sheet

Please provide the following information and return it before the end of class. Should I need to get in touch with you about anything, I will use the following information to do so.

Name: _____

Your academic status: __Freshman; __Sophomore; __Junior; __Senior

Your Major: _____ Minor: _____

Have you ever taken a public speaking or acting class before? _____ If so, explain: _____

Have you ever spoken in public? _____ If so, explain:

Have you ever seen a live theatre production? ____ If so, which production and where: _____

What is your telephone number? [Providing your telephone number is voluntary; skip this item if you wish] _____

Do you check your email regularly? ____ daily, including weekends; ____ daily, except on week ends; __ once every few days; ____ rarely.

What is your email address?

Should I need to do so, what is the best way of getting in touch with you?
