COMM 1110: Public Speaking

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Office Hours: M/W 12:30-2:00, TH 9:30-1:30
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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:

- Identify, evaluate, and use information, language, or technology appropriate to a specific purpose.
- Prepare and deliver an effective oral presentation on an appropriate and meaningful topic

Course Outcomes:

- To expose the student to a variety of public speaking situations.
- To help the student learn to control and put their nervousness about the speaking situation to good use.
- To help the student become a more effective listener.
- To develop critical thinking skills.
- To familiarize ourselves with the current events and understand how these events allow us to speak thoughtfully and critically.

Textbook: Beebe & Beebe, Public Speaking: An Audience-Centered Approach (9th ed.)

Quizzes:
Every third week there will be a quiz. One third of the questions will be current events questions addressing foreign, domestic, economic, and social issues. The purpose of the quizzes is to allow students to become conversant in the issues that shape our lives, and to provide the raw materials with which to create and express our opinions. The second third will draw from lectures. The final portion of the quiz will address material in the assigned reading. Each quiz will be worth 30 points. The final quiz will be worth 50 pts. The student or students receiving the highest score on a regular quiz can waive the final quiz at no detriment to their final grade.

Grading Policy:
Final grades will be based on a total of 620 points. The grades will be computed on a percentage basis such that 90-100% = A, 80-89.9= B, etc.

Speech Evaluation:
Students will write one 750-1000 word paper evaluating their Demonstration and Extemporaneous speeches. The student will ***briefly*** summarize the content and purpose of each speech. A majority of the paper will be devoted to assessing the strengths and weaknesses of the speeches by focusing on such things as content, delivery, style, and situational factors. The student should also address any improvements between the speeches. **The paper is due on April 6. Late papers will not be accepted**. All papers must be submitted electronically. (50 points)

Speaking Assignments:
Students need to acquire a stopwatch to use while practicing their speeches and during graded performances. They will also need a flash drive on which to save recorded performances. Speeches marked with an * will be recorded.

Impromptu:
50 points. 3-5 minute speech on a topic chosen by the student and instructor. Each student will be allowed approximately five minutes to prepare his/her speech.

*Demonstration/How-to Speech:
75 pts. 5-7 minute speech in which the student will describe how to accomplish a particular task or attain a particular goal. Topics must be appropriate for a college level audience. Outside sources, if used, must be verbally cited. Proper outlining techniques will be utilized.

Informative Speech:
75 pts. 5-7 minute speech in which the student will describe will describe a concept, process, object or event that would be of interest to the audience. The information should be relatively new to the audience. Your task is to inform, not to persuade. A minimum of three credible sources must be used and cited in the speech. Proper outlining techniques will be utilized.

*Extemporaneous:
75 points. 5-7 minute speech answering a question of the instructor's choosing. The speech must incorporate a minimum of three credible sources that are cited in the speech. The question will address current issues and require the student to explain and advocate for their position.

Persuasion:
125 points. 6-8 minute speech, delivered with minimal notes. Students will choose a topic/issue in which they have a strong personal interest. In this speech the student will advocate a position and/or ask the audience to take an action. Parts of the speech will be submitted electronically throughout the class. These parts include a topic paragraph, annotated bibliography, outline, introduction, and audience analysis worksheet. Each part is worth 10 points and will be included in the overall speech grade. Points will be awarded on a Pass/No Pass basis. Students must turn in each part on the date scheduled to ensure consideration for points. Students must decide on their topics by the end of the second week. **The topic of the speech cannot be changed after the second week.** No credit will be given for speeches on topics significantly different than the one originally chosen.

Class Rules:
• All papers must be handed in, tests taken, and speeches given on the date they are scheduled. If a conflict arises the instructor must be notified at least on day prior to the due date. No credit will be given for work missed without prior approval.

• Excessive absences (4 or more) will result in a lowering of the student's final grade by one full letter grade. A student with 6 or more absences will be dropped with an F. I do not make a distinction between excused and unexcused absences. Students who are tardy by 15 minutes or more will be counted as absent. If you are ill the absence still counts toward your total allowable absences regardless of whether you have an excuse from a doctor. The only exceptions to this rule are absences for religious holidays or those relating to university sanctioned activities.The student is responsible for contacting the instructor regarding absences..

• All students must attend all days in which speeches are given unless the instructor gives prior approval for absence. If a student is absent without prior approval s/he will lose 10% from their own speech grade.

• Unless they are being used for an in-class assignment or note-taking, all electronic devices (phones, laptops, tablets, etc) must be put away during class. If these devices are used inappropriately they will be taken away until the end of class.

- Any student found guilty of plagiarism or cheating will fail the course. **NO EXCEPTIONS!** Plagiarism is defined as "The appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work." (Webster's Encyclopedic Unabridged Dictionary of the English Language; 1996; New York: Gramercy Books p. 1100). Other forms of plagiarism would include paraphrasing large portions of a work from another author or passing someone else's speech or paper off as your own.

- Extra credit will be offered on rare occasions. When it is offered it will be made available to everyone in the class. The points earned from extra credit will count towards the student's overall point total.

- Students must dress appropriately for their speeches, and not in a manner that distracts from their overall perception of credibility.

- The official method for contacting the instructor is through UWG email.

- The instructor reserves the right to make subjective judgments. This right will be used if a student speaks or acts in a manner that denigrates a person or class of people based on race, gender, religious beliefs, etc.

- The instructor will abide by all student privacy laws. Further, the instructor will not release academic information or have discussions of a student's academic progress or attendance issues with a parent or guardian. College students are adults and are expected to behave accordingly.

- Research, papers, assignments, etc from another course may be used in this course.

- For additional information regarding university policies please see http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Tentative Schedule

Jan.	5	Introduction	Read Ch. 1-2, 9-11
	7	How to write a speech	
	12	Practice Intros/Concl./Impromptu	
	14	Practice speeches/Delivery	Paragraph Due
	19	MLK-No Class	
	21	Impromptu	Quiz
	26	Impromptu	Read Ch. 5, 12-13
	28	Demo./Info. Lecture	Bibliography due
Feb.	2	Visual Aids/Audience Analysis	
	4	Demonstration	
	9	Demonstration	
	11	Demonstration	Quiz
	16	Demo. Lecture/Visual Aids	Read Ch. 3-4, 6-8
	18	Birthday Speeches	Outline due
	23	Informative	
	25	Informative	
March	2	Informative	
	4	Extemp Lecture	Quiz
	9	Practice	Read Ch. 10, 14
	11	Extemp. Speeches	Worksheet due
	16	Spring Break	
	18	Spring Break	
	23	Extemp. Speeches	
	25	Extemp/ Speeches	Quiz
	30	Persuasion/Structures	Read Ch. 15-16
April	1	Arguments/Fallacies	
	6	10 Ways/Practice	Intro Due/Paper Due
	8	Persuasion	
	13	Persuasion	
	15	Persuasion	

Final Exam:

9:30	Wed. April 22, 8:00-10:30
11:00	Mon. April 20, 11:00-1:30
3:30	Wed. April 22, 2:00-4:30