

COMM 1110: Public Speaking

Instructor: Dr. Melanie Conrad

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Office Hours: M/W 8:30-9:30, 12:30-2:00

(other times by appointment)

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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 credible sources of information and learn how to use them when discussing contemporary events and issues.

Textbook: Stand Up, Speak Out: The Practice and Ethics of Public Speaking: This is a free online textbook and is available through the following link: <http://open.lib.umn.edu/publicspeaking/front-matter/publisher-information/>

Quizzes:

There will be five quizzes throughout the semester, including one during the final exam period. Each quiz will be worth 25 points. These quizzes will be taken online through the CourseDen quiz tool. The quizzes will be multiple choice application-based questions. With the exception of the Persuasion quiz, all quizzes will be available for a 48 hour period starting at 5:00 pm on the publication date (see schedule). The Persuasion quiz will be available from Wednesday day, May 1 at 8 a.m. to Monday, May 6 at 1 p.m.

Grading Policy:

Final grades will be based on a total of 515 points. The grades will be computed on a percentage basis such that 90-100% = A, 80-89.9= B, etc.

Speaking Assignments:

- Students need to acquire a stopwatch to use while practicing their speeches and during graded performances.
- Students will record each of their speeches using their phone, laptop, etc.
- Following the viewing of each speech, students will answer the following questions through the designated Discussion tab on CourseDen: *What was the highlight of your speech? What*

was the most significant weakness? What are you looking forward to for your next speech? Each discussion entry is worth up to 10 points. Specific due dates are listed on the Tentative Schedule.

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 January 29.** 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.
- Quizzes and most written assignments will be taken and/or submitted online. It is the student's responsibility to report any technical issues with submitting assignments within 24 hours of the due date to seek out an alternative channel for submission.
- All assignment grades will be posted and feedback provided shortly after the due date. Speech grades will be posted shortly after the last speaking day of each speech type. Students will have 7 days after a grade is posted to address any discrepancies with the grade. After 7 days the assignment grade cannot be changed.
- 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 in the designated storage spot. If these devices are used inappropriately the student will be asked to leave and will be counted absent. You will never have a need to text, check social media, etc. while in class.
- Any student found guilty of plagiarism or cheating will fail the course. **NO EXCEPTIONS!** Plagiarism is defined as “an act of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” <https://www.dictionary.com/browse/plagiarism>. 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.
- This is a QEP Course. Clear written communication is important in all disciplines, and increasingly employers are expecting college graduates to be good writers. That’s one reason why UWG is focusing on improving undergraduate student writing across the core. When you hear about the QEP—UWG’s Quality Enhancement Plan—know that what your peers and professors are talking about is WRITING, because we are committed to giving you opportunities across your core curriculum to improve the quality of your writing. Want to know more? Visit the QEP website at <http://www.westga.edu/qep/>
- For additional information regarding university policies please see:

https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/common_language_for_course_syllabi_v2.pdf

Tentative Schedule

Jan.	7	Introduction	Watch Video
	9	Practice Speech Writing	
	14	Delivery	
	16	Practice Speeches	Persuasion Paragraph
	21	MLK-No Class	
	23	Demonstration Lecture	Basics Quiz
	28	Visual Aids	
	30	Practice/Audience Analysis	
Feb.	4	Demonstration Speech	
	6	Demonstration Speech	
	11	Demonstration Speech	Demonstration Quiz
	13	Sources	Comment on Demonstration
	18	Outlining	Persuasion Annotated Bibliography
	20	Practice	
	25	Informative Speech	
	27	Informative Speech	
March	4	Informative Speech	Inform. Quiz
	6	Extemp. Lecture	Comment on Informative
	11	Pro/Con Debates	Persuasion Outline
	13	Birthday Speeches	
	18	Spring Break	
	20	Spring Break	
	25	Extemp. Speeches	
	27	Extemp. Speeches	
April	1	Extemp. Speeches	Extemp. Quiz
	3	Persuasion Lecture	Comment on Extemp.
	8	Arguments/Fallacies	Audience Analysis Worksheet
	10	Persuasion Defense	
	15	Edit Outlines	Persuasion Intro. (In class)
	17	Practice	
	22	Persuasion	
	24	Persuasion	
	29	Persuasion	Comment on Persuasion due May 1

Final Exam Window:
May 1 @ 8:00 a.m.-May 6 @ 1:00 p.m.

Reading Assignments

Basic of Public Speaking	Chap. 1 & 3, 14
Demonstration	Chap. 9-11, 15
Informative	Chap. 5-6, 12, 16
Extemporaneous	Chap. 7-8, 13
Persuasion	Chap. 2, 4, 17

