

## COMM 1110: Public Speaking

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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:** <https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=77>

Stand up, Speak out: The Practice and Ethics of Public Speaking.

### Speeches:

- It is preferable that speeches be uploaded to YouTube. You may also attach the video file if you prefer. The link needs to be posted to the appropriate discussion forum AND submitted to the appropriate assignment folder.
- Speeches must be delivered standing up to a live audience of at least two people. The speaker must be talking to the audience, not the camera. Speeches that fail to meet one, two or all of these criteria (standing, audience, eye contact with audience) will receive a grade deduction of up to 25%

Introductory Speech: 10 pts. Students will record a brief speech (1-2 minutes) introducing themselves. In the speech students should state their name, discuss their background, job, interests, goals, hobbies, and pet peeves.

### 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 verbally cited in the speech. Proper outlining techniques will be utilized.

#### Extemporaneous:

75 points. 4-6 minute speech answering a question of the instructor's choosing. The speech must incorporate a minimum of three credible sources that are verbally cited in the speech. The question will address current issues and require the student to explain and advocate for their position. **The student will have 46 hours to prepare, deliver, and upload the speech. This is not a self-paced assignment.**

#### 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. The speech must incorporate a minimum of three credible sources that are verbally cited in the speech. Parts of the speech will be submitted throughout the class using the appropriate . 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. 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 Feb. 4.** No credit will be given for speeches on topics significantly different than the one originally chosen.

#### **Speech Evaluation:**

Students will write one 750-1000 word paper evaluating a speech that they attended live outside of class. Examples of such speeches would be sermons, presentations made at city government meetings, or community talks. 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. **This paper is due one week after viewing the speech and must be submitted by April 12. Late papers will not be accepted.** (50 points)

#### **Quizzes:**

There will be a quiz at the conclusion of each module with the exception of the Orientation to Public Speaking. These will be multiple choice questions. Each quiz is worth 25 points. The material for the questions will be drawn from the reading assignments and on information posted in the module. There will also be an Introduction to Public Speaking quiz that tests your understanding and expectation of the course. This quiz is worth 10 bonus points. This quiz is due January 14. **Quizzes will not be self-paced.**

#### **Discussions:**

Discussion posts will be used to submit speeches and introductions for feedback from classmates. Students will receive 10 points for providing *feedback* on each of the following assignments: Introductory Speech, Practice Introduction, Demonstration, Informative, Extemporaneous, Persuasion Introduction, Persuasion. Additionally students will receive 10 points for their own Practice Introduction, Introductory Speech, and Persuasive Introduction (see Speeches above). The total possible points for Discussions are 90 points.

- Practice Introduction: After learning about the parts of an introduction to a speech, the student will write and submit an example of an introduction on an assigned topic.
- Students will comment on other classmates Practice Introductions, speeches and Persuasion

Introductions. They will comment submissions that do not already have a comment so that everyone receives feedback. Comments must address two positive qualities of the submission and two suggestions for improvement.

### **Grading Policy:**

Final grades will be based on a total of 615 points. The grades will be computed on a percentage basis such that 90-100% = A, 80-89.9= B, etc.

### **Class Rules:**

- All papers must be handed in, tests taken, and speeches given on or by 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.
- 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.
- If technical issues arise, the instructor must be notified within 24 hours of when the assignment was due in order to receive credit for the assignment and to inquire about other channels for submission. Students should not wait until the last minute to upload speeches. Due to the size of the files and internet issues, uploading times can be longer than anticipated.
- 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 Course Den 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

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

### Due Dates

Unless otherwise noted all assignments are due by 10:00 pm on the date listed.

Jan.	9	Self-Introduction
	14	Intro to PS Quiz
	17	Practice Introduction
	22	Basics Quiz
	25	Persuasion Paragraph
Feb.	5	Demonstration Speech
	8	Discussion comment
	11	Demonstration Quiz
	18	Annotated Bibliography (for Persuasive)
March	4	Informative Speech
	6	Discussion Comment
	11	Informative Quiz
	25	Persuasion Outline
April	1	Extemp. Questions posted at 12 am
	2	Extemporaneous speeches
	4	Discussion Comment
	8	Extemp. Quiz
	12	Speech Evaluation Paper
	17	Audience Analysis Worksheet
	19	Persuasion Introduction (Submitted to Discussion)
	22	Comment on Persuasive Introduction
	26	Persuasive Speech
	29	Discussion Comment
May	3	Persuasive Quiz

### 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