

UNIVERSITY OF WEST GEORGIA
Department of Mass Communication

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Office Hours: **Online** by appt

COMM 1110 ONLINE

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:

- Speeches should be uploaded to YouTube. Make sure it is not set to private. 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. PowerPoint or other multimedia tool is required for visual aids. You can use Zentation.com to sync slides with video or incorporate your presentation video into PowerPoint. Do Not wait until last minute to do visual aids.

Delivery: Business casual attire is expected. (See description below.) Vocal variety and enthusiasm are expected. Additional expectations include the use of appropriate facial expressions and gestures to enhance the verbal message as well as to integrate the visual aid with the oral message. You may use no more than two 4x6 notecard. Points will be deducted for going over or under the, time limit by 30 seconds.

1. Business casual for women consists of a reasonable length skirt or trousers with a top (such as a dress shirt, or sweater set). An informal dress with appropriate skirt length is also acceptable. Jeans would not be acceptable.
2. Business casual for men could be a combination of collared shirt, such as a dress shirt or polo shirt and khakis or blue, green, brown, or black trousers with a belt. Jeans are not acceptable business casual attire. A blazer, sweater, or tie can optionally be added.
3. Unacceptable attire would be wrinkled or ripped clothing, t-shirts, miniskirts, inappropriately tight or revealing attire such as bare midriffs, and flip-flops or shorts. Bare feet are also unacceptable.

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 four** 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 without consulting instructor. No credit will be given for speeches on topics significantly different than the one originally chosen.

Delivery: Business attire is expected for your persuasive speech. Effective delivery techniques studied throughout the semester should be incorporated. Emotional conviction

should be clear. Points will be deducted for going over or under the time limit or for exceeding the two 3x5 notecard limit. No more than one page presentation outline can be used (one side only).

Written Assignments:

Speech Evaluation: Students will write one 500-750 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 October 26. 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 and short answer questions. The material for the questions will be drawn from the reading assignments and on information posted in the module.

Quizzes will not be self-paced. (25 pts.)

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: Self Introduction, Demonstration, Informative, Persuasion Introduction, Persuasion. The total includes the Self-Introduction speech discussed on the previously.

Grading Policy: Final grades will be based on a total 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 submitted in appropriate drop box (not via email), 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 “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.
 - 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 at tphanor@westga.edu or 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. For additional information regarding university policies please see http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Disability Services

If students have special needs due to a physical or psychological disability, they may request accommodation in the Office of Accessibility by calling 678-839-6428 or visit www.westga.edu/accessibility. Students will be asked to authenticate their disability with appropriate documentation. In order to receive accommodation in this course, they must provide an approved, signed Accommodation Request Form. All information related to a request for, and provision of disability services will remain confidential and should be done as early as possible. Exceptions cannot be given after the assignment is due.

Due Dates unless otherwise noted all assignments are due in CourseDen 11:00 pm on the date listed.

Reading Assignments

Basics of Public Speaking: Chap. 1 & 3, 14

Demonstration Speech: Chap. 9-11, 15

Informative Speech: Chap. 5-6, 12, 16

Extemporaneous Speech: Chap. 7-8, 13

Persuasion Speech: Chap. 2, 4, 17

June

5 Attendance Quiz & Self-Introduction

6 Demonstration Topic Due

7 Basics Quiz

10 Demonstration Speech Outline Due and Informative Topic

13 Upload Demonstration Speech Video in Assignment Dropbox & Discussion

14 Demonstration Quiz and Persuasive Topic

17 Informative Outline and Informative Quiz

20 Informative Speech and Discussion Comment

21 Persuasion Outline

24 Persuasive Speech and Peer Discussion

25 Persuasive Quiz

26 Final Speech Analysis Paper