

COM 161.07
Fall, 2008
Public Speaking
12:00 p.m., MWF, Dan Rather 326

Instructor: Mary Evelyn Collins, Ph.D.

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Office Hours: MW 10 a.m. - 12:00 noon TTH: 11:00 a.m. - 12:00 noon & 1:00-2:00 p.m.

Text: *A Pocket Guide to Public Speaking*; O'Hair, Rubenstein, Stewart

SCM 161 Public Speaking. [SPCH 1315] An introductory course in research, composition, organization, and delivery of informative and persuasive speeches for various purposes and occasions. Includes strategies for reducing speaker apprehension. Credit 3.

Purpose of the Course: To present information and to give the student experience applying the major theories of public speaking, with emphasis on the presenting and critiquing of the major types of public speeches. The emphasis of this course will be the preparation, practice and presentation of public speeches. This is a 3 semester credit hour course offered at the freshman level. The level of the course does not mean that study is not required. The student is expected to read and view the textbook and take notes from it on his/her own.

Main Course Objective: The student will be able to prepare and to present an effective oral presentation.

Cognitive Objectives: The student will:

- a. be able to discuss orally and in writing the enhanced model of communication.
- b. be able to discuss orally and in writing the Aristotelian concept for effective organization.
- c. be able to discuss orally and develop in writing an outline for all required speech types.

Skill Objectives: The student will:

- a. be able to give an informative speech for a variety of settings.
- b. be able to give a persuasive speech for a variety of settings.
- c. be able to analyze an audience and its setting.

Requirements:

For each speech the student must have:

1. A typed **outline**
2. A typed **bibliography**
3. A typed **cover sheet** with Name, Assignment, Course Number and Date
4. A **disc** in order to record the speech presentation (provided by instructor)
5. **Note cards** for speaking notes, not a complete outline, 4"x 6" or 5"x 8" white cards
6. A **letter size manila file folder** for the outline, bib and cards.

Outline, note cards and bibliography must be presented at the end of the speech, typed, in a file folder. Late work will not be accepted.

Attendance: It is expected that you will be in class, since presentation and discussion is at the heart of speech criticism. Please make note of the University attendance policy in the Student Guidelines Handbook. If you know that you are to be absent the day of your presentation you must make arrangements to fit yours in another day. Tests must be taken on the day assigned. A written medical or university notification must be presented if you are to make up a test.

After 3 absences you will lose 5 points from your total number of points at the end of the semester.

Participation: Speech class assumes everyone will speak. There will be plenty of opportunity for impromptu speaking and for class discussion. Please note: When the instructor is giving directions, explanation, or instructions, you must try to listen. If Dr. C asks a question, she really does hope someone will answer. Please try to participate. If you find the discussion interesting, be sure to give others a chance to join in—be an encourager. **Turn off and put away all electronic devices.**

Student Needs: If you have a special need for adjustment physically for testing or presentations, please **let Dr. Collins know and she will happily follow all ADA guidelines** to make it possible for you to participate and have a chance to succeed. If you will be celebrating a **religious holiday** during the semester, please let Dr. Collins know **by September 15** and she will make sure that you are not scheduled during that time.

Behavior:

The student must:

1. Be on time.
2. Be prepared.
3. Listen and give eye contact to the speaker.
4. Do sensitive, fair and honest critique.
5. Not eat during class, unless we are all eating.
6. Not sleep during class.
7. Read assignments before class.
8. Read a newspaper or listen to broadcast news each day.
9. Choose topic relevant to the world of value to the audience.

Tests:

Tests will be short answer, listing and short essay, with a pre-assigned essay. Study guides will be posted well before each test.

Test One: Sept. 22: Parts One, Two and Three, and lecture.

Test Two: Monday, Dec. 15, 2:00-4:00 p.m., Part Four, Five, Six, Seven, and lecture.

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Each test will be from assigned chapters from the textbook, lectures and discussions. Each test will count as an equal grade with the speeches.

Speeches:

Speech One: 3 minute definition Sept. 3, 5

Speech Two: 5 minute explanation Sept. 15, 17, 19

Speech Three: 5 minute consider or convince Oct. 13,15,17,20, with short PowerPoint

Speech Four: 5 minute actuation on a policy, Nov. 3, 5, 7, 10.

Speech Five: 3 minute "Sell Yourself" Dec. 1, 3

Speech Six: 2 minute Special Occasion Speech, Dec. 8 & 10.

Each speech will be graded on its own merit and equal to all other speeches and tests.

Engagement Itinerary

One grade will be based on activity outside the classroom. It is a completion grade that is calculated in this way: one completed engagement equals D; two completed equals C; three completed equals B; four completed equals A.

Engagement One: Listen to a speaker in the community (political, church, interest speaker); fill out form posted on BlackBoard and turn in: **September 29.**

Engagement Two: Attend a club meeting, business meeting of a church or professional group, fill out form posted on BlackBoard and turn in: **October 31.**

Engagement Three: Attend a City Council Meeting, School Board Meeting, County Court, Civil Court, or a Veterans Day Event; fill out the form posted on BlackBoard and turn in on **Nov. 24 to Mrs. Jordan, Room 212 Dan Rather**

Engagement Four: Participate with the class in addressing a need in the community (charity, SAAFE House, Community Child Care Center, Good Shepard Mission, a family in need, institutional needs) and follow through with implementation. No one person should have to spend more than three hours or \$5 on the project. Completed by **December 10.**

My grading philosophy is based on criterion reference grading. You make your own grade.

Grading Scale: A simple average.

A=90-100 D=60-69

B=80-89 F=Below 60

C=70-79

Expectation: That you wish to make a difference in your world, however you define your world. Speech is a primary factor in influencing your environment.