Communication 1 Syllabus

Fall Semester 2010

Communication 1: Fundamentals of Public Speaking

Course Code: 50973

Class Meeting: 11-11:50 MWF

Room: Portable 2

Instructor: Vanessa Buldo

E-mail address: vanessab@cos.edu

Required Materials:

Textbook: Metcalfe. (2009). Building a Speech. (7th ed).

(3) scan-tron forms

Course Description

Theories of human communication and their function in contemporary public settings; experiences designed to enhance fundamental communication skills—research, organization, reasoning, listening and problem solving—through a series of oral presentations.

Course Objectives:

* Students will learn how to organize and format an effective speech
* Learn how to work through communication apprehension
* Build techniques in speaking ethically
* Decipher between listening and hearing
* Adapt communication to various contextual settings
* Evaluate and analyze public speeches
* Learn about cultures, audience, beliefs, and values

Assignments:

Presentations

 About Me Speech: 25

 Cultural Artifact Speech: 50

 Informative Speech: 75

 Group Speech 100

 Persuasion Speech: 150

 Outlines 100 (5 @ 20 pts each)

 Speech Analysis 100

 Exams 1 50

 2 100

 3 150 (Final)

 Participation 100

The following numerical guidelines will be used in the assignment of final grades.

900-1000 = A

899-800 = B

799-700 = C

699-600 = D

599-0 = F

Dropping and adding classes

It is the student’s responsibility to add or drop a class by the designated date. Failure to drop a class prior to the drop date will result in an F in the class. Add and drop dates can be found in the schedule of courses.

Late and missed assignments:

1. A presentation that is not presented on the assigned date will receive zero points for that assignment. **NO LATE WORK ACCEPTED**. No attachments by e-mail accepted for any assignment. If a student wants an assignment reviewed prior to the date it is due he/she must provide a hard copy.
2. It is the responsibility of the student to contact the instructor and inform him or her of any problem.
3. Accommodations will be made for students with a verifiable medical excuse.

Classroom Deportment

Each student is expected to respect the rights of the other students in the class and the instructor. The exploration of controversial ideas is an essential component of this class. Students who do not behave in a respectful manner will be asked to drop the class. Turn cell phones and laptops off before coming to class. Text messaging during class is not appropriate

**Plagiarism and cheating will not be tolerated and will result in a zero on an assignment and proper consequences for all students involved.**

Student Rights:

So that students are fully aware of their rights and responsibilities they are encouraged to become familiar with the Schedule of Courses. Students with disabilities should identify themselves so that appropriate accommodations can be made.

Daily Schedule

|  |  |  |
| --- | --- | --- |
| 8-15 | Introductions and Syllabus  |  |
| 8-17 | Introduction to Public Speaking  |  |
| 8-19 | Analyzing your audience  |  |
| 8-22 | Speech Outlines  |  |
| 8-24 | Communication Apprehension  |  |
| 8-26 | Ethics  |  |
| 8-29 | Mini Presentations  |  |
| 8-31 | About Me Speech  |  |
| 9-2 | Finish Speeches  |  |
| 9-5 | **Holiday Labor Day** |  |
| 9-7 | Listening  |  |
| 9-9 | Review for Test 1  |  |
| 9-12 | Test 1 (1-5)  |  |
| 9-14 | Mini Presentations  |  |
| 9-16 | Topic and Purpose  |  |
| 9-19 | Researching for Speeches  |  |
| 9-21 | Supporting Materials  |  |
| 9-23 | Discuss Cultures  |  |
| 9-26 | Visual Aids  |  |
| 9-28 | Cultural Artifact Speech  |  |
| 9-30 | Continue Speeches  |  |
| 10-3 | Organization  |  |
| 10-7 | Introductions and Conclusions  |  |
| 10-10 | Citing Sources and Plagiarism  |  |
| 10-12 | Informative Speaking  |  |
| 10-14 | Read Mary Fisher Speech  |  |
| 10-17 | Turn in Outlines  | **Last day to drop with a W** |
| 10-19 | Informing your audience  |  |
| 10-21 | Informative Speeches  |  |
| 10-24 | Continue Speeches  |  |
| 10-26 | Finish Speeches  |  |
| 10-28 | Speaking in Groups  |  |
| 10-31 | Assign Groups Discuss Speech Format |  |
| 11-2 | Practice Speeches  |  |
| 11-4 | Groups Meet  |  |
| 11-7 |  Begin Group Speeches  |  |
| 11-9 | Continue Speeches  |  |
| 11-11 | **Veterans Day Holiday** |  |
| 11-14 | Finish Speeches  |  |
| 11-16 | Discuss Speech Analysis Essays | **Speech Analysis Due** |
| 11-18 | Motivating an Audience  |  |
| 11-21 | Speaking on Special Occasions  |  |
| 11-23 | Building Persuasive Speeches  |  |
| 11-25 | **Thanksgiving Holiday**  |  |
| 11-28 | In Class Presentations  |  |
| 11-30 | Persuasive Speeches  |  |
| 12-2 | Continue Persuasive Speeches  |  |
| 12-5 | Continue Speeches |  |
| 12-7 | Finish Speeches |  |
| 12-9 | Review for Final (13-19) |  |
| 12-14 | Final Exam December 14th 10-11:50 |  |

\*Note: this syllabus is subject to change depending on the needs of the class.