COMMUNICATION 1

**Introduction to Public Speaking**

*Summer 2012*

**Reedley College**

**Instructor:** Helen Chavez, M.A.

**Email:** helen.chavez@reedleycollege.edu (I check my emails on Sundays)

**Office hours:** Available by appointment only

Upon completion of this course, students will be able to:

1. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
2. Utilize research materials that incorporate sufficient, credible, and relevant evidence.
3. Choose appropriate organizational patterns.
4. Analyze the effectiveness of communication through constructive critique.

**COURSE OBJECTIVES:**

***(Specify major objectives in terms of the observable knowledge and/or skills to be attained.)***
In the process of completing this course, students will:

1. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
2. Gain an understanding of the communicative process.
3. Develop skill in informative, persuasive and ceremonial speaking.
4. Recognize the need for clear and concise organization of ideas.
5. Use supporting materials effectively.
6. Analyze and adapt messages to address audience attitudes, needs and demographics.
7. Recognize the role of culture in the production and management of spoken interaction.
8. Develop skill in extemporaneous speaking, students will present a minimum of three speeches in front of an audience.
9. Enhance vocal skills (projection, diction, inflection and volume).
10. Improve listening skills.
11. Critique and analyze their own and others students' speeches.
12. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

**Textbook:** Metcalfe, Sheldon (2010) Building A Speech. (Seventh edition), Fort Worth: Harcourt College Publishers.

**ASSIGNMENTS:**

**Speeches** *point value*

Speech #1 Autobiographical Speech 0 Required/minus points

Speech #2 Informative Speech 60

Speech #3 Pro/Con Speech 80

Speech #4 Persuasive Speech 100

Speech #5 Extra Credit 0 Required/minus points

 OR 15 extra credit points

 **Total= 240**

**Comprehensive Examination**

 There will be a comprehensive examination on the date of the final. Reviews will be handed out during the course. This single exam will cover chapters 1-19. There will be NO MAKE UPS!

 **Total= 150**

**Peer Speech Evaluations and Participation**

Throughout the semester, students will periodically be asked to give written and/or verbal critiques of other students’ speeches/arguments/debates. This is a mandatory part of the class. Unlike other classes you may take at the college level, this class has a hard time functioning unless all students are present to give suggestions, offer praise, and get help/advice from other classmates throughout the semester. **You are expected to attend class, be on time, and stay the whole class session in order to reap these benefits as well as provide help to your peers. Missing class (regardless of reason) especially when others are giving speeches/arguments/debates/presentations WILL hurt this section of your grade.**

**In addition, you are also expected to complete all assignments. This includes not only graded assignments but non graded assignments as well (Speech #1, group lectures, in class activities, etc.).**

**No iPods or anything of the sort in class! No cell phones in class!! If I see a cell on your desk, in your hands, on your laps or anywhere near your person, you will lose all *Peer Speech Evaluations and Participation* points.**

**One more thing, all of you must be on your best behavior. Do not ridicule me or your fellow classmates!!**

**I DO AND WILL deduct points from this section (Peer Speech Evaluations and Participation).**

 **Total= 110**

**LATE ASSIGNMENTS:**

MY LATE ASSINGMENT POLICY IS A STRICT ONE! Missed in class activities, group lectures, and final examination cannot be made up regardless of the reason or excuse. Late work is what I say it is.

**However, when it comes to the presentation or speech, this can be made up but…**

***Here’s the Big One!*** *Regardless of the reason(s), if you do not present your speech on the*

*day/night it is due, you will receive a 20 point grade dock for each class meeting it is late including those that have been excused by me!!! This is a huge penalty and could make or break your grade in this class. Due to the nature of the class, I must enforce this or it will put everyone behind; you must not waste my or any of your classmates valuable time with lateness on these speeches. Period.*

 *In addition, presentations are schedule for a certain amount of days/nights. Once these are over and if you have not presented your speech, you will receive zero points for the assignment. This is especially true for those speakers who are schedule to present on the last day/night. Always present your speeches on time!*

I do not search you out for make-ups if you miss an assignment. It is your responsibility to approach me.

**EXTRA CREDIT (MAYBE!):**

Speech #5 is a mandatory assignment. However, this speech might also earn you a few extra credit points. Extra points will only be granted to students who demonstrate proper classroom conduct throughout the semester and follow the rules outlined in the participation section. This is absolutely at the teacher’s discretion.

 **Total= 0 to ?**

**DROP POLICY:**

 Be advised that after the drop date (Summer of 2012 students FIND OUT FOR YOURSELVES!!) you will be issued or assigned a letter grade (“A” through “F”) if you are still enrolled in class. It is ***your responsibility to drop*** the class, it is ***NOT MINE!***

**PLEASE NOTE:**

1. The college’s policies regarding student conduct in classes, including cheating and plagiarism, are located in the Catalogue and Schedule of Courses. You should be aware of these policies and abide by them.
2. Additional class rules, policies, conditions, etc. will be stated in class during the course of the semester.

**\*\*\*EXTRA HELP:** I have no office hours. I am available by appointment only. Please do not hesitate to ask for help ☺

**FINAL GRADES WILL BE BASED ON THE FOLLOWING SCALE:**

**GRAND TOTAL 500**

500-450=A

449-400=B

399-350=C

349-300=D

299-000=F

 It is a good idea to keep all graded assignments that I pass back to you as proof of your status, at least until you receive your final grade at the end of the semester (that’s good advice for all of your classes).

**PROPOSED SCHEDULE** (TENTATIVE-COULD BE CHANGED)

You are expected to have read the chapter (s) in the book before we analyze it in class!

**Monday, Tuesday, Wednesday, and Thursday**

June 18 Introduction to the course ☺ Chapters 1, 2, 3, 4, and 5 ☹

June 19 Chapters 15, 7, 8, 9, and 10

June 20 Outline/Speech Format Discussion

June 21 Chapters 11 and 12 W/**Speech #1 (Autobiographical Speech)**

June 25 Pro/Con Discussion W/Chapters 13 and 14

June 26 Persuasion Discussion (Ch.16&17)

June 27 *Speech Prep Day*

June 28 **Speech #2 (Informative Speech and Outline Due)**

July 02 **Speech #2 (Informative Speech and Outline Due)**

July 03 **Speech #2 (Informative Speech and Outline Due)**

July 04 **HOLIDAY-NO CLASS HELD**

July 05 **Speech #2 (Informative Speech and Outline Due)**

July 09 *Speech Prep Day*

July 10 **Speech #3 (Pro/Con Speech and Outline Due)**

July 11 **Speech #3 (Pro/Con Speech and Outline Due)**

July 12 **Speech #3 (Pro/Con Speech and Outline Due)**

July 16 **Speech #3 (Pro/Con Speech and Outline Due)**

July 17 *Speech Prep Day*

July 18 **Speech #4 (Persuasion Speech, Outline and Speaker Notes Due)**

July 19 **Speech #4 (Persuasion Speech, Outline and Speaker Notes Due)**

July 23 **Speech #4 (Persuasion Speech, Outline and Speaker Notes Due)**

July 24 **Speech #4 (Persuasion Speech, Outline and Speaker Notes Due)**

July 25 **Speech #5 (Extra Credit Speech- MAYBE!)**

July 26 Final: Comprehensive Examination