

Introduction to Public Speaking Syllabus

12:30-1:45 T, TH pm Forum Hall

Fall Semester 2016

Comm.1: Fundamentals of Public Speaking

Instructor: Vanessa Buldo

E-mail address: [vanessa.buldo@reedleycollege.edu](mailto:vanessa.buldo@reedleycollege.edu)

Phone: 638-3641 ext. 3680

Office location: Hum. 56

Office Hours: Mondays and Wednesdays 9-9:30 am 2-2:30 pm.

Tuesdays and Thursdays 9-10 am,

Fridays 7-8 am virtual office hours via email or blackboard.

After Labor Day office hours will change slightly.

**Required Materials:**

Textbook: O’Hair, Dan. A Pocket Guide to Public Speaking. 4th ed. Bedfor/St. Martin’s, 2013.



(3) scan-tron forms 882

**Course Outcomes**:

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

**Course Objectives:**

In the process of completing this course, students will:

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

**Assignments:**

Presentations

About Me Speech: not graded

Cultural Artifact Speech: 50

Informative Speech: 200 (**Signature Assignment**)

Persuasion Speech: 250 (**Signature Assignment**)

Ceremonial Speech 50

Outlines 75 (3 @ 25 pts each)

Reflections 75 (3 @ 25 pts each) (**Signature Assignment**)

Exams:

Test 1 50

Test 2 50

Test 3 50

Test 4 50 (Final)

Participation 100 (Includes speech critiques)

**Extra Credit may be earned only if signature assignments are completed and will not exceed 50 points. Only one make-up speech is allowed.**

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. If you decide you do not want to continue in this class, please drop as soon as possible, other students may want to add.

**Late and missed assignments:**

1. A presentation that is not presented on the assigned date will receive zero points for that assignment. Student may make-up **one** speech with a **two** letter grade drop on assigned days. **The assigned outline must be turned in on the due date to be eligible to present a make-up speech.** The make-up day may not be during regular class, but students will need to work within the given schedule.
2. 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.
3. **No late work accepted.**
4. It is the responsibility of the student to contact the instructor and inform him or her of any problem.
5. 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 leave or even drop the class. Use appropriate cell phone behavior. Text messaging during class is not appropriate especially during other students’ speeches.

**On exam and speech days the classroom door will be locked ten minutes after class begins. This is in an effort to avoid disruptions and distractions once speeches and exams begin. Students are not allowed to enter beyond the allotted time and the grade received will be a zero.**

**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 Tuesdays and Thursdays**

|  |  |  |
| --- | --- | --- |
| 8-16 | Introductions and Syllabus  Communication Apprehension PRCA | Ch.1, 3 |
| 8-18 | Analyzing your audience  Assign About Me Speech | Ch. 2 |
| 8-23 | Speech Outlines | Ch. 12,13,14 |
| 8-25 | Mini Presentations  Ethics | Ch. 4 |
| 8-30 | Outline Workshop |  |
| 9-1 | About Me Speech Begins |  |
| 9-6 | **Labor Day- No Class** |  |
| 9-8 | Continue Speeches  Listening | Ch. 5 |
| 9-13 | Discuss Cultures and Assign Cultural Speech  Delivery | Ch. 6 |
| 9-15 | Controlling the voice and using the body  First Exam Overview | Ch. 18, 19 |
| 9-20 | Test 1 (Ch. 1,2,3,4,5,14,17,18,19) |  |
| 9-22 | Cultural Artifact Speech |  |
| 9-27 | Speeches |  |
| 9-29 | Continue Speeches  Topic and Purpose  Supporting Materials  Researching for Speeches | Ch. 7,8,9 |
| 10-4 | Assign Informative Speeches  Citing and Credible Sources  Organization | Ch. 10, 11  Ch. 12, 13 |
| 10-6 | Informative Speaking | Ch. 23 |
| 10-11 | Speeches begin |  |
| 10-13 | Speeches |  |
| 10-18 | Finish Speeches  Assign Persuasive Speech |  |
| 10-20 | Persuasive Speaking | Ch. 24 |
| 10-25 | Review for Quiz #2  Quiz #2  (Ch. 7,8,9,10,11,12,13,14,17,18,19,23,24) |  |
| 10-27 | Introductions and Conclusions  Language | Ch. 15  Ch. 16 |
| 11-1 | Preparing Online Presentations Communicating in Groups | Ch. 26  Ch. 27, 28 |
| 11-3 | Persuasive Speeches Begin |  |
| 11-8 | Speeches |  |
| 11-10 | Speeches |  |
| 11-15 | Speeches |  |
| 11-17 | Finish Speeches  Assign Ceremonial Speeches  Discuss Speech Format |  |
| 11-22 | Make-up Speech Day |  |
| 11-24- 11-25 | **Thanksgiving Break** |  |
| 11-29 | Speaking on Special Occasions | Ch. 25 |
| 12-1 | Special Occasion Speeches |  |
| 12-6 | Speeches |  |
| 12-8 | Review for Final |  |
| 12-12 | Final Exam 12-1:50  (Ch. 15,16,25,26,27,28,29,30) |  |

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