



*Summer 2023*

*Communication 1 – Introduction to Public Speaking*

**(#53745) MTWTH 8:00am to 11:20am POR-5**

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

**Email Address:** Through Canvas Only

**Cell Number:** 559-702-6346

**Final Drop Date (W assigned):** 6/5/2023

**OER TEXTBOOK: Exploring Public Speaking 4th Edition**

**(You will find the pdf in Canvas)**

**Recommended Materials:** MLA/APA Style Guide

#### **COURSE DESCRIPTION**

This course will cover theories and techniques of public speaking. The course is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on the logical organization, composition and delivery of informative and persuasive speeches. Communication 1 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1).

NOTE: Subject advisory eligibility for English 1A

#### **STUDENT LEARNING OUTCOMES**

1. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
2. Explain the principles of human communication by critically evaluating public speeches through constructive critique and self-analysis.
3. Utilize organizational patterns and research materials that incorporate sufficient, credible, and relevant evidence.

*Student Learning Outcomes are statements about what the discipline faculty hope you will be able to do at the end of the course. This is NOT a guarantee; the ultimate responsibility for whether you will be able to do these things lies*

*with you, the student. In addition, the assessment of Student Learning Outcomes is done by the department in order to evaluate the program as a whole, and not to evaluate individual faculty performance.*

### **COURSE OBJECTIVES**

In the process of completing this course, students will:

1. Analyze and adapt messages to address audience attitudes, needs and demographics.
2. Develop skill in informative, persuasive and ceremonial speaking.
3. Recognize the role of culture in the production and management of spoken interaction.
4. Present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.
5. Gain an understanding of the communicative process.
6. Use supporting materials effectively.
7. Develop skill in extemporaneous speaking, students will present a minimum of three graded speeches in front of an audience.
8. Improve listening skills.
9. Recognize the need for clear and concise organization of ideas.
10. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
11. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.
12. Enhance vocal skills (projection, diction, inflection and volume).
13. Critique and analyze their own and other speeches.

### **COURSE REQUIREMENTS**

#### **Attendance**

Your attendance is only required for the Peer Evaluation assignment (see page 4).

#### **Canvas**

I use Announcements in Canvas to remind you about due dates and other important matters. Also, you will be able to find the course syllabus, course schedule, course documents, inbox/email and more. Please become familiar with Canvas as soon as possible.

#### **Zoom**

Web camera must be turned on when presenting. Make sure you are focused and well-lit (online course only).

### **Readings (Mandatory):**

You are responsible for reading all the chapters in the OER textbook in Canvas.

## **COURSE POLICIES**

### **Syllabus Statement:**

If supports like extended testing time in an alternate location, audio books or note-taking assistance would be helpful to you, please contact Disabled Student Programs & Services (DSP&S) for an “interest” appointment. I believe the DSP&S staff will determine if you may have a qualifying condition. The DSP&S is located in the DSP&S Building on the Reedley College campus and can be reached by telephone at (559) 494-3032 or by TTY at (559) 638-0382.

### **Accessibility Statement:**

This course is designed to maximize accessibility to the curriculum, assignments, and content. If any part of the class is not accessible to you (easy to use, obtain, or retrieve), please inform the instructor to discuss possible solutions and/or alternatives.

### **Changes to the Syllabus**

The instructor reserves the right to make changes to the syllabus throughout the course of the semester. Any changes made to the course syllabus will be done in the best interest for students. I will do my part and communicated changes, but it is also your responsibility to make sure you are informed about any changes that occur.

### **Drop Date**

Be advised that after the drop date you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is your responsibility to drop. However, I might drop you from the course if you miss more than three nonconsecutive days/nights of class and/or you have not completed any assignments.

### **FYI**

Monitor your progress in this class, and know when class assignments are due. I am capable of making mistakes, so you need to be aware of dates, times, grade points, etc. Let me know of any

errors and problems that arise, so keep a watchful eye on Canvas. If I fail to mark down your points or incorrectly marked down your points in Canvas, let me know as soon as possible. We are in this together.

### **COURSE ASSIGNMENTS and POINTS**

<b>Speeches</b>	<i>point value</i>
1 <sup>st</sup> Informative Speech (Autobiographical)	100
2 <sup>nd</sup> Informative Speech	150
Persuasive Speech	200
Ceremonial Speech	50

### **Outlines:**

No one will be allowed to give their speech without a hardy, copy outline on the day/night you are schedule to present.

### **Late Speech Presentations:**

You can make-up speeches with a deduction of points; deductions begin with half a letter grade and goes up from there. Also, if you have not presented your speech (speech#1) before the next round of speeches (speech#2), you will receive zero for the assignment.

**Total= 500**

### **Quiz Questions**

There will be three examinations. The first exam will cover chapters 1-5. The second exam will cover chapters 6-10. The third exam will cover chapters 11-15. Each exam will consist of twenty multiple-choice questions at three points each. Quizzes will be online and will be open for 24hrs. If I have to reopen a quiz for you, points will be deducted, and no quiz will be reopened past three days/nights from the closing date.

**Total= 180**

### **Critique (Professional Analysis Paper)**

You will type a one-page paper comparing in-class presentations to an outside, real-world presentation. I recommend TED Talks on YouTube.

**Total=40**

### **Peer Evaluation**

There is a total of four (4) presentations. You are required to be an audience member for each speech day (12 days in total) so that you can provide comments for each presenter. Your feedback will be verbal as well as written. You may miss 2 speech days but NOT your own (10x28=280).

**Total= 280**

### **Final Note from The Instructor**

As your instructor, I am always happy to meet with you. Please feel free to meet with me if you are confused about any of the information covered in class or in the textbook. If you have questions regarding an upcoming assignment or presentation, I recommend you contact me before the last minute. I am here to help you in any way I can and my goal is for you to have a rewarding experience. Nonetheless, remember it is your responsibility as the student to:

1. Read and understand this syllabus, course schedule, and the course shell in Canvas.
2. Ask questions when confused and seek help from me.
3. Be responsible for your grade
4. Talk with me before it is too late

### **Grading Scale**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 1000 points possible for the semester. Your points are added at the end of the semester to determine your grade. I strictly adhere to the below *Grading Scale*; however, a ten (10) point adjustment might be made if it will raise the final grade to the next highest letter grade.

**A=1000-900**

**B=899-800**

**C=799-700**

**D=699-600**

**F=599 or less**

### **Final Comment:**

Cell phone use is prohibited in class. I will stop a lecture or a student presentation to ask you to leave class and this will count towards your allowance to miss two speech days.

**Tentative Schedule (Could Be Changed and more than likely will!)**

**Comm1 #53745**

**MTWTH 8:00am to 11:20am POR-5**

May 22<sup>nd</sup> (M) to June 15<sup>th</sup> (TH)

## Week One: May 22-25

### Schedule for the 1<sup>st</sup> Informative Speech (Autobiographical)!

1. Introduction to the course
2. Lecture:
  - Overview of a Speech
  - The Communication Process
  - Managing Speech Anxiety
  - Listening
  - Audience Analysis
3. Lecture:
  - Topics
  - Supporting Material, Sources, and Citing Sources
  - Introduction and Conclusion
  - Language
  - Delivery
  - Aids
4. Lecture:
  - Organizing the Body of the Speech
    - Outlining the speech
    - Informative speaking and sequences
5. Lecture:
  - Persuasive Discussion
  - Ceremonial Discussion

## Week Two: May 30-June 01

### Schedule for the 2<sup>nd</sup> Informative Speech

May 30<sup>th</sup> (T): **Examination One: 05/30 (T) at 1pm to 05/31 (W) 1pm**

(Available in Canvas for 24 hours only)

- *Chapters 1, 2, 3, 4, and 5*
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1. **Presentation (05/30-06/01): 1<sup>st</sup> Informative Speech (Autobiographical) and Outline Due**

## **Week Three: June 05-08**

### **Schedule for the Persuasive Speech**

*June 05<sup>th</sup> (M): Examination Two: 06/05 (M) at 1pm to 06/06 (T) 1pm*

(Available in Canvas for 24 hours only)

- *Chapters 6, 7, 8, 9 and 10*

1. **Presentation (06/05-06/08): 2<sup>nd</sup> Informative Speech and Outline Due**

## **Week Four: June 12-15**

*June 12<sup>th</sup> (M): Examination Three: 06/12 (M) at 1pm to 06/13 (T) 1pm*

(Available in Canvas for 24 hours only)

- *Chapters 11, 12, 13, 14 and 15*

1. **Presentation (06/12-06/14): Persuasive Speech, Outline & Speaker Notes Due**
2. **Presentation (06/15): Ceremonial Speech**
3. *June 15<sup>th</sup> (TH): Critique Due in Canvas-Professional Analysis Paper*

GOODBYE AND ALL THE BEST ☺