

SPEECH 1 / FALL 1998
Introduction To Public Speaking

COURSE DESCRIPTION: You will learn presentational skills and strategies designed to help you prepare and deliver informative and persuasive speeches. Special consideration will be given to adapting communication styles and content to diverse co-cultural speakers and audiences. Additionally, you will have several opportunities to practice speaking in front of others.

INSTRUCTOR: Jennifer Graber **OFFICE:**
OFFICE HOURS: by appointment **PHONE:** 638-3641
Drop w/refund: **FINAL DROP DATE:**

TEXT: Metcalfe, S. (1998). Building a speech, 3rd. ed. Orlando, Florida: Harcourt Brace.

COURSE REQUIREMENTS:

Attendance is required. Excused absences require a physician's verified medical excuse. There will be NO exceptions. ****More than a week of unexcused absences will result in a reduction of five attendance points for each additional absence.** In other words, if your class meets once a week, you may only have one unexcused absence, if your class meets twice a week, you may only have two unexcused absences, etc. Any student who misses more than 6 classes will be dropped from the course.

Do not be late. Excessive tardiness will result in a reduction of points from your final grade. If you are late on a speech day, please wait outside until the speaker has finished. Failure to do so may result in a reduction of points from your speech that day.

Participation: In addition to attending class, you are expected to actively participate in all classroom activities and group discussions. Therefore, you should plan on arriving to class on time and remaining until class is dismissed.

Readings: You will be responsible for all the readings assigned from the text. Weekly reading assignments are posted on the class schedule.

Quizzes: There will be ten multiple-choice, true/false, short answer quizzes. Each quiz will cover information from the readings and lectures and will focus on the two or three previous lessons. Quizzes will be given at the beginning of class. You must be in class on time in order to take the quiz. No make-ups will be granted.

Speeches: There will be 3 major and 4 minor speeches. The major speeches will consist of an informative speech and two persuasive speeches and will be 5 minutes long. The minor speeches will include a toast, accepting an award, a eulogy, and a persuasive impromptu and will be 1 minute in length. A grade of "0" will be assigned if you miss a scheduled speech day. There are NO make-ups for assignments without a physicians verified medical excuse.

Celebration of Culture: In addition, you will have the opportunity to participate in a short (2 min.) speech which informs the class about one of your co-cultures. Further details will be given in class.

FINAL IMPROMPTU: Your final exam will be an impromptu speech. It will be cumulative in the sense that you will utilize all of the skills that have learned during the semester. Further details will be given in class.

Abstracts: You will be required to turn in a typed abstract for each of the major speeches. Briefly, abstracts are a summary of your research materials. Further details will be given in class.

Chapter Overview: Each of you will be part of a group. Each group will "creatively" present (1) chapter from the text. Further details will be handed out in class.

Extra Credit: There are three extra credit assignments, worth a total of 30 points (one letter grade). Further details will be given in class. Remember, extra credit means "extra effort, extra work, and extra care". Late assignments will not be accepted.

GRADES:

Quizzes (10 pts each)	100 points	A = 270-300
Major speeches (30 pts each)	90 points	B = 240-269
Abstracts (10 pts each)	30 points	C = 210-239
Minor speeches (5pts each)	20 points	D = 180-211
Celebration of Culture	10 points	F = 179 -
Chapter Overview	20 points	
Final Impromptu	30 points	

Total points = 300

Special Notes:

1. If you have a physical challenge or condition that could impair your participation and/or performance in this course, it is your responsibility to notify me immediately.
2. Disagreements over grades should be resolved on the date the grade is assigned. NO grade changes or adjustments will be made after this time. There are no exceptions to this policy.
3. The schools policy on plagiarism will be strictly enforced. Plagiarism and/or cheating will not be tolerated and result in an "F" in the course.
4. Let's make this class a positive experience. This means NO PUT-DOWNS or PERSONALITY ATTACKS. Honest disagreements, yes --- challenge an idea, but never a person. Profane, obscene, or derogatory language will not be tolerated.
5. Keep an open mind, relax and make some new friends!

Things to live by in Speech Communication:
PREPARATION, THOUGHT, CREATIVITY, and ENTHUSIASM!!!

GRADE TRACKING SHEET

* I have provided you with this sheet so that you can keep track of your grades as the semester progresses. By recording your grades on this sheet, you will always know what grade you are currently achieving. To figure out your grade, add up the total points possible at any given time and then multiply that number by 90, 80, 70, and so on. Then add up your actual points and see where it falls in the scale. For example, if by midsemester there are 50 points possible, 90% (A) would be 45-50; 80% (B) would be 40-44; 70% (C) would be 35-39; etc. If you had 42 points, you would be in the "B" range.

<u>Assignment/points</u>	<u>Your Grade</u>
minor 1 (5)	_____
minor 2 (5)	_____
minor 3 (5)	_____
minor 4 (5)	_____
Cell of Culture (10)	_____
Chapter Overview (20)	_____
Major 1 (30)	_____
Major 2 (30)	_____
Major 3 (30)	_____
Abstract 1 (10)	_____
Abstract 2 (10)	_____
Abstract 3 (10)	_____
Quiz 1 (10)	_____
Quiz 2 (10)	_____
Quiz 3 (10)	_____
Quiz 4 (10)	_____
Quiz 5 (10)	_____
Quiz 6 (10)	_____
Quiz 7 (10)	_____
Quiz 8 (10)	_____
Quiz 9 (10)	_____
Quiz 10 (10)	_____
Final Impromptu (30)	_____

CHAPTER OVERVIEWS - Public Speaking

You are the teacher!!! Each group will have the opportunity to present information from the text in a fun, creative presentation. Use your imagination and make the learning experience fun and informative. Remember that your fellow classmates will be tested on the information you present.

Requirements for presentations:

1. Each group will present one chapter.
2. Each group will lead the class in one exercise/activity.
3. Each presentation should be approximately 45 minutes in length.
4. Every group member must participate equally.
5. Chapter presentations should include:
 - A. overview of the main points in the chapter.
 - B. definitions and examples of the key terms.
 - C. class handouts.
 - D. visual aids.
 - E. A typed description of your format (i.e., game rules, questions, etc.).
6. Presentations should be creative, informative, and well organized.
7. Presentation suggestions include, but are not limited to:
 - A. role plays.
 - B. trial and jury.
 - C. a game show.
 - D. an advertising campaign.
 - E. job interviews.
 - F. mock political campaigns.
8. Each group should provide me with the following:
 - A. a typed description of your group presentation, including the main points to be discussed, key terms to be defined, etc.
 - B. a class handout.
 - C. a 1-2 paragraph summary of each members participation and anticipated grade (**NOTE: Each member will submit their own summary describing each members participation - in other words, rate your group members and yourself. Also, you should indicate what grade you think your group has earned).

CELEBRATION OF CULTURE
(Exercise and guidelines)

Exercise

1. Draw a circle and divide it into your various co-cultures.

2. Choose one of your co-cultures that you would like to share with the class and list it here _____

3. List as many topics as you can think of which are related to your co-culture listed above. In other words, "brainstorm"

4. Discuss with your group ways that you can present your "non-traditional" cultural speech with the class. Write your ideas here.

Guidelines

1. You are to present a "non-traditional" speech to the class which is related to one of your co-cultures. You may choose to "perform" a piece of poetry or literature, perform a skit or role-play which illustrates that co-culture, sing or play an instrument if music is part of your co-culture, or share a cultural food.

2. Your presentation should be thorough and well prepared.

3. You should explain how your presentation is related to one of your co-cultures.

4. If you choose to share a cultural food, in addition to explaining how this is part of your culture, you must also discuss the history/significance of the food that you are sharing with the class. In other words, do some research! It is not acceptable just to bring a pizza and say that it is part of your culture because you work in a pizza place!

5. Your presentation should be 2 minutes and include 2 references. If you need more time, see me so we can make arrangements.

Be creative and have fun!!!

ABSTRACT ASSIGNMENT

This exercise serves several purposes. First, this assignment is related to your chapters on topic selection and research. Second, you will learn how to use the library. Third, you will be able to prepare, in advance, for your informative and persuasive speeches.

You will turn in abstracts for each major speech - 3 total. Due dates are listed on your course outline. Each abstract is worth 10 points. No late assignments will be accepted.

You are to find a minimum of 2 references for each speech topic. Your references must be from "credible" sources and you must have different types of references (i.e. a journal article, a newspaper article, a book, etc.).

You will turn in a reference card/paper and a copy of the article/information. The reference card/paper should contain the following information: subject, author/book info., and a brief summary (in your own words).

EXAMPLE:

How To Get Extra Credit

Graber, J.M. (1996). Student extra credit assignments. The Journal of Extra Credit, 13, 9-27.

This article explain the requirements for extra credit work...blah, blah, blah... (you get the idea - this should be about a paragraph in length).

CHAPTER OVERVIEWS - Public Speaking

GROUP # _____

1. Overview of the main points/Key concepts explained/Examples given:
2. Group activity is relevant and clarifies concepts in the chapter/members facilitate discussion and ask relevant questions:
3. Class handouts are distributed and provide a reference of the chapter:
4. Visual Aids are utilized and help to explain the concepts under discussion:
5. Typed description of your format and individual summaries are handed in (on time):

DELIVERY:

All Group members:

1. appeared confident and prepared.
2. maintained eye contact with the class.
3. avoided nervous mannerisms.
4. were vocally expressive.
5. used purposeful gestures.

CELEBRATION OF CULTURE - 10 points

Name _____

SPEECH CONTENT: (5)

AGREE

DISAGREE

Co-culture presentation is introduced
in a clear and creative way

1

0

Explanation of co-cultural significance
is thorough and includes references

1

0

Presentation is well prepared
and organized

1

0

Presentation includes final remarks
and does not end abruptly

1

0

Presentation conforms to the
time limit of 2 minutes

1

0

SPEECH DELIVERY: (5)

Smiles and gives eye contact
to entire audience

1

0

Handles visual aids well

1

0

Avoids nervous mannerisms

1

0

Uses purposeful gestures

1

0

Vocally expressive

1

0

TIME LIMIT: _____ PENALTY POINTS: _____

TOTAL POINTS: _____

Minor Speech 1
Accepting An Award (5 pts.)

Name _____

	AGREE			DISAGREE	
SPEECH CONTENT:					
Accepted the award graciously	5	4	3	2	1
Gave credit to others	5	4	3	2	1
Humble, but no false modesty	5	4	3	2	1
Thanked those who bestowed the award	5	4	3	2	1
Complimented the competition	5	4	3	2	1
*SPEECH DELIVERY:					
Gives eye contact to the entire audience	5	4	3	2	1
Smiles at the audience	5	4	3	2	1
Avoids nervous mannerisms	5	4	3	2	1
Conversational style	5	4	3	2	1
Vocally expressive	5	4	3	2	1

* Points are assigned for the content criteria only -- not for your speech delivery. Add total points for content; divide by 5. (The speech delivery information is used for feedback purposes only. However, a perfect delivery score of 25 will result in an extra point for this speech.)

TIME LIMIT (60 seconds) : _____

TOTAL POINTS: _____

Minor Speech 2
Eulogy (5 pts.)

Name _____

SPEECH CONTENT:

	AGREE			DISAGREE	
Points out what was significant and good about the person	5	4	3	2	1
Praises the individual's deeds	5	4	3	2	1
Expresses sorrow or deep regret	5	4	3	2	1
Attempts to comfort the group	5	4	3	2	1
Makes the person memorable by relating a personal story or anecdote	5	4	3	2	1

***SPEECH DELIVERY:**

Sets a respectful tone	5	4	3	2	1
Gives eye contact to entire audience	5	4	3	2	1
Vocally expressive	5	4	3	2	1
Maintains appropriate decorum/control	5	4	3	2	1
Responsive to the audience	5	4	3	2	1

* Points are assigned for the content criteria only -- not for your speech delivery. Add total points for content; divide by 5. (The speech delivery information is used for feedback purposes only. However, a perfect delivery score of 25 will result in an extra point for this speech.)

TIME LIMIT (60 seconds) : _____

TOTAL POINTS: _____

Minor Speech 3
Giving A Toast (5 pts.)

Name _____

SPEECH CONTENT:

AGREE

DISAGREE

Focused on some positive attribute
or characteristic of the person

5 4 3 2 1

Relied on a personal story or anecdote
that demonstrated the point

5 4 3 2 1

Creates a vivid, memorable image of
the person(s) being honored

5 4 3 2 1

Came across as sincere and genuine

5 4 3 2 1

Set the tone (humorous,
congratulatory, etc.)

5 4 3 2 1

***SPEECH DELIVERY:**

Gives eye contact to
entire audience

5 4 3 2 1

Smiles at the audience

5 4 3 2 1

Avoids nervous mannerisms

5 4 3 2 1

Conversational style

5 4 3 2 1

Vocally expressive

5 4 3 2 1

* Points are assigned for the content criteria only -- not for your speech delivery. Add total points for content; divide by 5. (The speech delivery information is used for feedback purposes only. However, a perfect delivery score of 25 will result in an extra point for this speech.)

TIME LIMIT (60 seconds) : _____

TOTAL POINTS: _____

Minor Speech 4
Persuasive Impromptu (5 pts.)

Name: _____

	AGREE			DISAGREE	
SPEECH CONTENT					
Provides an appropriate attention getter	5	4	3	2	1
Establishes a need for BOTH X and Y	5	4	3	2	1
Explicit statement of claim: X is better than Y	5	4	3	2	1
Cites reasons why X is better than Y	5	4	3	2	1
Concludes by reiterating claim: X is better than Y	5	4	3	2	1
*SPEECH DELIVERY					
Uses verbal immediacy (humor, inclusive language, etc.)	5	4	3	2	1
Uses nonverbal immediacy (smiling, eye contact, gestures, etc.)	5	4	3	2	1
Content flows easily (uses transitions & signposts)	5	4	3	2	1
Ending is not abrupt	5	4	3	2	1
Is truly persuasive	5	4	3	2	1

* Points are assigned for the content criteria only -- not for your speech delivery. Add total points for content; divide by 5. (The speech delivery information is used for feedback purposes only. However, a perfect delivery score of 25 will result in an extra point for this speech.)

TIME LIMIT (60 seconds) : _____

TOTAL POINTS: _____

Major Speech 1
 Informative (30 points)

Name: _____

INTRODUCTION (10)	AGREE			DISAGREE	
Captures audience attention	5	4	3	2	1
Provides clear preview	5	4	3	2	1
BODY (15)					
Uses transitions & signposts	5	4	3	2	1
Points supported with both facts & personal experiences	5	4	3	2	1
Organization "makes sense"	5	4	3	2	1
CONCLUSION (10)					
Reviews the main points	5	4	3	2	1
Provides balance w/intro.	5	4	3	2	1
DELIVERY (10)	YES		NOT YET		
Appears confident	2		1		0
Smiles & gives eye contact	2		1		0
Uses purposeful gestures	2		1		0
Vocally expressive	2		1		0
Is truly "extemporaneous"	2		1		0
VISUAL AIDS (10)					
Communicates idea visually	2		1		0
Simple and uncomplicated	2		1		0
Professional quality	2		1		0
Large enough to see	2		1		0
Displayed when appropriate (and then removed)	2		1		0
OUTLINE (5)					
Typed in correct outline form	2		1		0
At least 2 references	2		1		0
Written in correct APA style			1		0

TIME LIMIT (5 MIN.) _____ PENALTY POINTS: _____ (+/- 30 seconds)

TOTAL POINTS (60 POSS.) _____
 Divide by 2 = _____
 Minus penalty points _____
 YOUR SCORE = _____

Major Speech 2 - Persuasive (30 pts.)

Name _____

GAINS AUDIENCE ATTENTION (5)	AGREE			DISAGREE
Creative attention getter	5	4	3	2 1

IDENTIFIES UNFULFILLED NEEDS (15)				
States need/problem explicitly	5	4	3	2 1
Documents extent of the problem	5	4	3	2 1
Creates tension in the audience (the need to know)	5	4	3	2 1

IMPLIES SATISFACTION BY OFFERING A SOLUTION (15)				
Waits to provide solution	5	4	3	2 1
Explains solution/tells how solution solves the problem	5	4	3	2 1
Overcomes any objections	5	4	3	2 1

VISUALIZES WHAT SATISFACTION WILL MEAN (5)				
Visualization is concrete, vivid, and personal	5	4	3	2 1

DEFINES SPECIFIC ACTIONS (5)				
Steps are specific and ask us to take some action today	5	4	3	2 1

DELIVERY

Verbal Communication: (5)	YES	NOT YET
Verbally immediate	1	0
Uses metaphors/similes	1	0
Uses intense, animated language	1	0
Employs inclusive language	1	0
Avoids vocal fillers ("uhm")	1	0
Nonverbal Communication: (5)		
Clothing establishes credibility	1	0
Varies speech rate and volume	1	0
Purposeful gestures/movements	1	0
Uses exaggerated illustrators	1	0
Nonverbally immediate	1	0

VISUAL AIDS (5)	YES	NOT YET
Communicates idea visually	1	0
Simple and uncomplicated	1	0
Professional quality	1	0
Large enough to see	1	0
Displayed when appropriate (and then removed)	1	0

OUTLINE: PENALTY POINTS = _____
 Outlines must be typed, in correct format, and include at least two references documented in APA style. Speeches presented without meeting these requirements will result in a loss of up to 4 points.

TIME LIMIT (5 minutes) _____ PENALTY POINTS = _____
 Presentations which do not conform to the time constraint of 5 minutes (+/- 30 seconds) will result in a penalty of up to 4 points.

TOTAL POINTS (60 poss.) _____
 Divide by 2 = _____
 Minus penalty points _____
YOUR SCORE = _____

Major Speech 3 - Persuasive (30 pts.)

Name _____

	AGREE			DISAGREE	
GAINS AUDIENCE ATTENTION (5)					
Creative attention getter	5	4	3	2	1
IDENTIFIES UNFULFILLED NEEDS (15)					
States need/problem explicitly	5	4	3	2	1
Documents extent of the problem	5	4	3	2	1
Creates tension in the audience (the need to know)	5	4	3	2	1
IMPLIES SATISFACTION BY OFFERING A SOLUTION (15)					
Waits to provide solution	5	4	3	2	1
Explains solution/tells how solution solves the problem	5	4	3	2	1
Overcomes any objections	5	4	3	2	1
VISUALIZES WHAT SATISFACTION WILL MEAN (5)					
Visualization is concrete, vivid, and personal	5	4	3	2	1
DEFINES SPECIFIC ACTIONS (5)					
Steps are specific and ask us to take some action today	5	4	3	2	1
DELIVERY					
Verbal Communication: (5)					
Verbally immediate		YES		NOT	YET
Uses metaphors/similes	1			0	
Uses intense, animated language	1			0	
Employs inclusive language	1			0	
Avoids vocal fillers ("uhm")	1			0	
Nonverbal Communication: (5)					
Clothing establishes credibility	1			0	
Varies speech rate and volume	1			0	
Purposeful gestures/movements	1			0	
Uses exaggerated illustrators	1			0	
Nonverbally immediate	1			0	
VISUAL AIDS (5)					
Communicates idea visually	1	YES		NOT	YET
Simple and uncomplicated	1			0	
Professional quality	1			0	
Large enough to see	1			0	
Displayed when appropriate (and then removed)	1			0	

OUTLINE: PENALTY POINTS = _____
 Outlines must be typed, in correct format, and include at least two references documented in APA style. Speeches presented without meeting these requirements will result in a loss of up to 4 points.

TIME LIMIT (5 minutes) _____ PENALTY POINTS = _____
 Presentations which do not conform to the time constraint of 5 minutes (+/- 30 seconds) will result in a penalty of up to 4 points.

TOTAL POINTS (60 poss.) _____
 Divide by 2 = _____
 Minus penalty points _____
YOUR SCORE = _____

FINAL - PERSUASIVE IMPROMPTU
30 points

NAME: _____

SPEECH CONTENT:	Agree			Disagree	
Provides an appropriate attention getter	5	4	3	2	1
Establishes a need for BOTH X and Y	5	4	3	2	1
Explicit statement of claim: X is better than Y	5	4	3	2	1
Cites reasons WHY X is better than Y	5	4	3	2	1
Concludes by reiterating claim: X is better than Y	5	4	3	2	1
Conclusion balances with introduction	5	4	3	2	1
SPEECH DELIVERY:					
Uses verbal immediacy (inclusive language, humor, etc.)	5	4	3	2	1
Uses nonverbal immediacy (eye contact, gestures, etc.)	5	4	3	2	1
Good voice quality (volume rate, pitch, and pause)	5	4	3	2	1
Is truly persuasive	5	4	3	2	1
Content flows easily (signposts and transitions)	5	4	3	2	1
Ending is not abrupt	5	4	3	2	1

TIME LIMIT: (2 min.) _____

Penalty points _____

TOTAL POINTS (60 POSS.) _____
Divide by 2 = _____
Minus penalty points - _____
YOUR SCORE = _____