

Reedley College
SPEECH 1 / SPRING 2000
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-Peters
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Office hours by appointment
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Last Day to Drop w/refund January 21st

FINAL DROP DATE: March 3rd ←

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. Absences for any other reason may be discussed prior to class. It is your responsibility to notify me by phone or Email if you will be absent and to make arrangements to turn in the days assignments. A grade of "0" will be assigned if you miss quizzes or presentations without a physician's verified medical excuses. Work-related excuses are not accepted.

More than a week of unexcused absences will result in a reduction of attendance/participation points for each additional absence. In other words, if your class meets three times a week, you may only have three unexcused absences, etc. Any student who misses more than 6 classes before the final drop date 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 will 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, 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 and should be **read before class**.

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 for any reason.

wrong drop date
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Speeches: There will be 2 major and 4 minor speeches. The major speeches will consist of an informative speech and a persuasive speech and will be 5-8 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. Minor speeches will be graded by your peers. Further details will be given in class. A grade of "0" will be assigned if you miss a scheduled speech day. **There are NO make-ups** for assignments without a physician's verified medical excuse.

Celebration of Culture: In addition, you will have the opportunity to participate in a short (2 min.) speech informing 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 you 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). This is your opportunity to make up for any missed work. 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:

<i>Quizzes</i>	110 points	A = 270-300
(1-4 & 6-9 = 10 pts each)		B = 240-269
(5 & 10 = 15 pts each)		C = 210-239
<i>Major speeches</i>	70 points	D = 180-211
(How To = 30 pts)		F = 179 -
(Persuasive = 40 pts)		
<i>Abstracts</i>		
(10 pts each)	20 points	
<i>Minor speeches</i>		
(5pts each)	20 points	
<i>Celebration of Culture</i>	20 points	
<i>Chapter Overview</i>	30 points	
<i>Final Impromptu</i>	30 points	
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	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 will 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)	_____
Cel of Culture (20)	_____
Chapter Overview (30)	_____
Major 1 (30)	_____
Major 2 (40)	_____
Abstract 1 (10)	_____
Abstract 2 (10)	_____
Quiz 1 (10)	_____
Quiz 2 (10)	_____
Quiz 3 (10)	_____
Quiz 4 (10)	_____
Quiz 5 (15)	_____
Quiz 6 (10)	_____
Quiz 7 (10)	_____
Quiz 8 (10)	_____
Quiz 9 (10)	_____
Quiz 10 (15)	_____
Final Impromptu (30)	_____

TENTATIVE COURSE OUTLINE - PUBLIC SPEAKING – SPRING 2000
MWF(7:00-7:50)/#52285/FEM 1 – MWF (8:00-8:50)/#52286/FEM1

WEEK	TOPIC	READINGS
1 (1/10-14)	(M) Syllabus/Icebreaker (W) How To Study (F) Intro. To Comm.	1
2 (1/17-21)	(M) NO CLASS! (W) Building A Speech (F) QUIZ 1 (1,2)/ (F) Conferences/Activity	2
3 (1/24-28)	(M) E.C. 1 Due (W) Culture (F) Speaking in Groups	20
4 (1/31-2/4)	(M) Speaking in Groups contd. (W) minor 1 (F) QUIZ 2 (20,C)/ (F) GROUPWORK	
5 (2/7-11)	(M) Celebration Of Culture (W) C.O.C. (F) C.O.C.	
6 (2/14-18)	(M) minor 2 (W) GROUP 1 (Audience) (F) NO CLASS!	*3
7 (2/21-25)	(M) NO CLASS! (W) GROUP 2 (Listening) (F) QUIZ 3 (3,4) (F) Communication Apprehension	*4 5
8 (2/28-3/3)	(M) minor 3 (W) GROUP 3 (Ethics) (F) QUIZ 4 (5,6)/ (F) Topic Selection	*6 7
9 (3/6-10)	(M) Research (W) Research (F) QUIZ 5 (7,8,Rev)/ (F) Organizing and Outlining	8, 9 10
10 (3/13-17)	(M) Org. & Out. Contd. (W) Introductions and Conclusions/ (W) E.C. 2 Due (F) QUIZ 6 (9,10)/Visual Aids	11 12
11 (3/20-24)	(M) GROUP 4 (Language) (W) GROUP 5 (Delivery) (F) QUIZ 7 (11,12)/Speaking To Inform	*13, *14 15, 16
12 (3/27-31)	(M) QUIZ 8 (13,14)/Spkg to Inform (W) Ab 1 Due/QUIZ 9 (15,16) (F) minor 4	
13 (4/3-7)	(M) minor 4 (W) MAJOR 1 (F) MAJOR 1	
14 (4/10-14)	(M) MAJOR 1 (W) MAJOR 1 (F) MAJOR 1	
15 (4/17-21)	Spring Break!!!	
16 (4/24-28)	(M) Speaking To Persuade (W) Spkg. To Persuade (F) Ab 2 Due	17, 18
17 (5/1-5)	(M) QUIZ 10 (17,18,Rev)/ E.C. 3 Due (W) MAJOR 2 (F) MAJOR 2	
18 (5/8-12)	(M) MAJOR 2 (W) MAJOR 2 (F) MAJOR 2	

Final Exam: (7:00 class) Monday 5/15 @ 7:00... (8:00 class) Wednesday 5/17 @ 8:00