

Speech

Introduction to Public Speaking

Instructor: [REDACTED]

Office Hours: MWF 2:00 p.m.

Other Hours are Available by Appointment

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Don't Panic!!!
You Can Do
This!!!

I always wanted to do that! There is a quirky science fiction book called *The Hitchhiker's Guide to the Galaxy* which is also the name of a tourist guide for interstellar travelers. On the cover of the guide book are just two words in Large Red Letters - DON'T PANIC!!! Sometimes when I see students taking public speaking that I think we should have those words permanently etched on the chalkboard as a reminder that regardless of your apprehensions at this moment, you can do this. You might even find yourself enjoying it. Stranger things have happened.

Drop date
Final exam date

As you can tell from this unconventional syllabus, this is an unconventional class with an unconventional approach to the subject. Think about this class as rhetorical wood shop. Just as in a wood shop you might learn how to build a china cabinet, in this class you will learn how to build a speech. I know that the prospect of giving that speech though may fill you with apprehension. Again, we are unconventional in that we deal with that fear right off the bat. All in all, the intent of this course is to provide a safe, supportive environment in which to learn this important academic and professional skill.

Okay, now let's go on to the normal syllabus stuff. It's boring but necessary.

Textbook: *Building a Speech* by Metcalf

Objectives:

In this class you will learn

1. How to evaluate an audience in order to prepare a presentation
2. How to use a variety of research materials including traditional print materials as well as internet resources
3. How to organize a presentation
4. How to use language to make the presentation more pleasant for your audience
5. How to use a variety of visual aids including PowerPoint to make your presentations more memorable
6. How to deliver your speeches with clarity of voice and appropriate body language.

Grading:

Grading is based on the following assignments

In-class Exercises -	100 points
Quizzes	100 points
Attendance	100 points
Midterm	100 points

*PowerPoint Presentation	200 points
*How-To Speech -	100 points
*Persuasive Speech	100 points
*Group Project	100 points
Final	100 points

Total 1000 points

- A=900-1000 points
- B=800-999 points
- C=700-799 points
- D=600-699 points
- F= Under 600points

Attendance:

You have 100 points just for attending class. So, if you just fill a seat every day that's the same as getting an "A" on a speech. Not bad, eh. I'll also give you 3 free days to miss without penalty. After that you will lose 3 points for each lecture day missed and 5 points for each speech day missed. So, missing eight speech days is like getting an "F" on a speech. If you miss a day when you are scheduled to speak, then it is a 10 point deduction plus the deduction for late speech grade.

Also for the attendance to count, you must be in your seat (paying attention) no later than ten minutes after the start of class. If you leave more than 15 minutes before the end of class you will lose the attendance points for that day.

Important Note: On Speech days you must be in class before the first speech. This generally means you have to be in class by the top of the hour. I close the door at this time on speech days and you may not enter after the door is closed. NO EXCEPTIONS!!!!!!!!!!!!!!

Now I am not unreasonable, I do understand that there are reasons why one might miss class. So here are some acceptable and unacceptable reasons.

Valid Excuses:

- 1. Death in the family. (And remember I can count. I'll allow two grandmothers, after that I get suspicious)**
- 2. Personal illness. (And if it's contagious, just call, don't come to class to tell me in person.)**
- 3. Auto accidents, car troubles, etc. (But please if you have an accident a week, you might consider walking to school.)**
- 4. Family emergencies. (If you have more than three children, let me know so I can determine the full extent of the epidemic)**
- 5. Giving Birth. (No comment necessary)**

Invalid Excuses:

- 1. Too tired. (Aren't we all)**
- 2. Had to clean my house. (I don't have time to clean mine, why should you clean yours)**
- 3. Wanted to leave early for Thanksgiving. (Why? Afraid they'd run out of food.)**
- 4. Came back late from Spring Break (I see you found the food was plentiful)**
- 5. Had to study for an *important* class. (And this isn't)**
- 6. Anything that implies you were having more fun than the rest of us.**

How to Get an "F" on a Speech

I'm not sure why you would want one, but some people must because they keep getting them. So, here are a few hints to make achieving an "F" a done deal.

- 1. Don't give the speech. (If you don't give the speech, how can you get a grade on the speech)**
- 2. Don't do any work on the speech. (Believe me I'll know if you are scamming me)**
- 3. Lie. (Making up statistics, quotes, or other evidence in a speech or simply telling a bald-faced lie is a sure route to an "F")**
- 4. Use hate language, racial, ethnic, sexual or gender-based slurs. (I will**

not tolerate bigotry in language in this class)

5. Use the time for a personal attack on another student. (Don't waste my time with your petty differences)

6. Plagiarize the speech. (This is stealing and be happy all I do is fail the speech, I could flunk you in the entire course.)

Extra Credit:

Okay, for all you obsessive-compulsive types, I do allow you to earn up to 50 points of extra credit in this course. (Although, I wonder why I make this offer, the ones who really need the extra credit rarely do it, and the ones that don't need it overload my box with it.)

You can earn extra credit in a variety of ways:

1. Bluelight Specials. Some days I'll announce a surprise extra credit assignment only to those who are in class on that day. It pays to come to class regularly

2. Attend and Critique Speeches. I give up to 10 points of extra credit if you attend a speech and write a two-page critique of that speech. I encourage you to bring in announcements of upcoming speech events, I will post them on my office door.

3. Give a Speech in the "Real World." We all know that school is just Fantasy Island, but if you arrange to give a speech to a community group, another college class, a church or other organization, let me know. Bring written verification by an official of the group, and I will give you 25 points of extra credit.

4. Internet Specials. I will be posting extra credit assignments on the Strictly Speaking Forum and on the SpeechOne Mailing List. So, check the forums and e-mail weekly.

Dates and Stuff

The following dates are tentative. That means that they are good

guesses of when everything will take place within reason. However, they are subject to change because of the variability of the nature of the student presentations and the capriciousness of the instructor.

Internet Stuff

In this class we will be using the power of the Internet to enhance the learning experience. To do this you will need to become familiar with using the computer. If you are not familiar with how to access material on the Internet, don't worry. We will be holding an Internet seminar before the end of the month to get you up and running.

One thing you will need to do, if you do not have personal Internet access and that is to set up a Web-Based E-mail account. Using one of the computers on campus log on to <http://www.hotmail.com> . Following the instructions on the screen you can set up an e-mail account you can access from any Internet accessible computer. Please do this in the next two weeks and inform me of your Internet address so I can add you to the mailing list.

There are several Internet resources created especially for this class.

Mailing List. Those familiar with listservs know how these work. For the rest of you here's the idea. A mailing list is sort of a 90's version of the party line. You can send an e-mail to the list simply by typing in one address. Everyone on the list can read it and respond either directly to you or by replying to the list. Your e-mail is posted almost immediately. So, for instance, if you are researching a topic for a speech or term paper and are having trouble finding enough information, you could post a request to the list and if someone on the list has information they can post a reply. I will also be using the list to post assignments, answer questions, clarify instructions and to post extra credit opportunities.

By Friday please subscribe to this list by using any Internet ready computer and logging on to this web site <http://www.onelist.com/subscribe/Speechone> or you can send a blank e-mail to speechone-subscribe@onelist.com from the e-mail account you will be using to receive the e-mail.

The Speech Home Page. This is still under construction, but it already has a bunch of useful information. I will be posting the syllabi for my classes by next week. You can learn how to get an A on a speech, do a web search, access a variety of research sources, beta test chapters from

a new interactive Public Speaking text, or learn how to write an effective term paper. The URL is <http://speechone.hypermart.net>

The Strictly Speaking Forum. This is an on-line community for my classes. There are separate sections for each class for announcements, requests for help, griping, kibitzing, making contacts or socializing. There will also be posted on the Interpersonal Boards weekly discussion questions related to topics to be covered in class. This helps us keep the conversation going inside and outside of class. I will post "forum only" extra credit opportunities and you will be able to gain extra credit just by taking part in certain forum discussions. In the forum you can also create a private chat room to discuss whatever. We may even have some extra-credit chat events. The URL is <http://rcspeech.hypermart.net>

Classroom Decorum

I shouldn't even have to deal with this considering that we are all supposedly mature adults who have been taught common courtesy by our parents and the school system. However, for those who still have not discovered how to behave in public, we will go over the rules.

1. When someone else is speaking in class you ***Shut Up!!!*** This means that you cease any conversations you may be having with your best friend, study partner, husband, wife, sister, brother, lover or stranger sitting next to, behind, or in front of you. In fact, stop talking to yourself. Have I covered all contingencies? Fine! If this rule is not followed I will on first offense call you down publicly, on second offense your attendance points will be taken, on third offense I will deduct ten points from your total points, beyond three offenses I reserve the right to have you removed from class.
2. Don't study for another class in this one. Even if the class is boring, it is extremely rude to me or to any of the other speakers if you are reading a textbook or doing homework for another class. I will tell you to close the book and make every attempt to embarrass you completely if you do this. If that doesn't work, the same penalties as for talking in class will apply.
3. We live in a wonderful world of technology where we can be in constant touch with anybody, anywhere in the world, and they can get in touch with us via pagers and cell phones. Consider this class a technological throwback in this regard. Turn off all pagers and cell phones before entering class. If you are paged or your phone rings, you're attendance points will be taken away for the day, and you will receive a 5 point deduction from any other grade you may have received that day.

4. Take off your hat before speaking. Actually, you should remove caps and hats when you walk into a room, it is only common courtesy, but since courtesy is less common than it used to be, I won't go that far, but when you speak...lose the hat. If you do not, then you will receive a five point deduction on your speech. This includes chairside speeches, group exercises and PowerPoint presentations.

5. Do not plagiarize. This means taking someone else's work and passing it off as your own. In the past two years I have received no less than five copies of the same analysis of Martin Luther King's "I Have A Dream" speech. Even the same words are misspelled. If you find an analysis of this speech and are considering using it make sure it does not contain the line "He didn't use any fowl language." I give an "F" on any assignment clearly plagiarized. If you plagiarize two assignments I will flunk you in the course.

6. Arrive on time and stay in class. I sometimes wonder how some of my students will fare in the business and professional world when they constantly arrive 15 or 20 minutes late and decide to leave 15 or 20 minutes early from class. I have already laid out the rules for attendance but let's reaffirm them here. Attendance means being in your seat on time and staying in that seat until I say class is over. Anything less does not count. And I occasionally take roll twice in class if a quick head count is not consistent with the number of students signed in.

7. Clean up your mess. Okay, sometimes our demonstration speeches are messy. If that is the case with yours bring a cloth or papers or some other way to protect the furniture and the floors. Failure to do so will reflect on your speech grade.

8. The instructor is absolute dictator in this classroom. In regards to your classroom conduct what I say goes. If you don't like what I tell you to do, then you have two choices: agree (and grumble to your friends in the cafeteria) or drop which will free up more time for speeches. Of course, if you act in a courteous manner, then you will find me a benevolent despot.

Major Speech Assignments

You can read about speechmaking, take quizzes and tests on the textbook materials, but until you actually begin to make speeches you won't really start learning. You will learn in two ways. You will learn by giving your own speeches and you will learn by listening to and evaluating other speakers. You may be asked at random to give an evaluation and I particularly like to call on people who don't seem to be paying attention. So, beware.

PowerPoint Presentation

Time Limit: 5-7 Minutes

AV Requirements: PowerPoint Software and Projection Equipment (supplied by school)

Bibliography: Minimum of 4 sources for "C", 5 sources for "B" and 6 sources for "A"

Points: 200

You will prepare a short informative presentation using the PowerPoint presentation software. This software is installed on all the computers in the college's open computer labs. I will provide you with complete training on the equipment which will be adequate for you to prepare a simple presentation. You will be required to have prepared a minimum of 10 slides for your presentation. You may use PowerPoint on any of your presentations as an option.

How-To Speech

Time Limit: 5-7 Minutes

AV Requirements: Various props, charts, pictures, etc. (Supplied by students) PowerPoint is also available.

Bibliography not required

Points: 100

Perhaps the most common speech you will give is one which explains how to do something. You give a training lecture at work or you speak

to a special interest group about some procedure common to that interest. In this speech you simply show us how to do something. This speech does require the use of a visual aid. This visual can be props, such as the ingredients in something you are cooking, graphs, charts, videos, PowerPoint slides, posters, overhead transparencies or whatever else you think will aid you in giving this speech.

Persuasive Speech

Time Limit:5-7 Minutes

AV Requirements: Not required, but recommended.

Bibliography: Minimum of 4 sources for "C", 5 sources for "B", 6 sources for "A"

Points:100

The goal of the speech to persuade is to get your audience to take some action: stop smoking, support a piece of legislation, write a letter to their congressional representative, purchase a product, change a habit, appoint a designated driver.

Controversial subjects are welcome and encouraged. However, this must not be simply your opinion. You must support your opinions with specific evidence gleaned from your research. An unsupported argument is worthless. Also, this is not the place to simply rant and rave. You must propose a solution to the problem and call on your audience to take some specific action related to that solution.

Group Presentation

Time Limit: 8-10 Minutes

AV Requirements: None required, but strongly recommended.

Bibliography: No general requirements, but if this speech is generally informative or persuasive the rules governing those speeches apply here as well.

Points:100

This is a "freestyle" presentation which emphasizes group co-operation and creativity. You can use any media materials available including, but not limited to, video, slide-tape, audio tape and PowerPoint or other computer generated visuals. You are not limited to just how-to,

informative or persuasive. You can also do short drama, comedy, oral interpretation, or combinations. The important thing about the group assignment is that it be creative and that you have fun doing it. These will be presented on the day of the final.

Contract for Speech One

I have read and understood this syllabus, the materials related to attendance and assignments and I agree to abide by the above stated rules for classroom conduct. I understand that violation of these rules may result in various grade penalties as determined by the instructor and outlined in this document. I also understand that I may at any time make an appointment with the instructor during regularly scheduled office hours to discuss my progress in the class and receive any help necessary for my success in the class. The instructor shall explain all assignments and requirements for this course thoroughly. We will work together for my eventual success in this course.

Signature _____

SSN _____

Print Name _____

E-mail Address _____

Forensics (Competitive Speech)

This semester, there may be a couple of opportunities for you to participate in a novice-level speaking competition on the Reedley College or Fresno City College campus. These brief afternoon or Saturday competitions would be a fantastic way for you to:

- Boost your public speaking confidence
- Gain additional speaking skills (outside of the classroom situation)
- Add "competed in Reedley College forensics competition" to your resume
- Earn some additional points for your speech class
- Possibly take home a TROPHY or PLAQUE for your achievements!

Intramural forensics competitions offer a great experience for students as well as a lot of fun for all involved. You do NOT need to have any speaking experience to compete; all of the other competitors are novice speakers from other Speech 1 classes at Reedley College and Fresno City. Each tournament offers a different kind of speaking event, like:

- Discussion contests
- Impromptu speaking competitions
- Mini-debates
- Forums
- Negotiations

Your instructor will fill you in on what events are being offered this semester (as well as the dates and times of competitions) as the information becomes available.

Intramural forensics is a fantastic way to polish your speaking skills, add to your resume, and meet new people along the way. So, when the opportunity arrives, grab it—speak in the intramural forensics competitions and take advantage of the experience!



Take a look at last semester's award winners:

Discussion contest

Nelly Buller – 7th place
James Greenwood – 14th place
Debbie Williams -- 15th place
Morgan McGrath – 9th place
Rolando Marroquin – 10th place

Negotiations Contest

Katie Ellis – 1st place
Judy Campbell – 3rd place
Rolando Marroquin – finalist
Aron Deutinger – finalist
Christina Gutierrez – finalist
Arleen Groman – finalist
Chris Borden -- finalist