

Syllabus—Mrs. ~~Thissen~~
Introduction to Public Speaking - Spring Semester 2000 *Speech 1*
Monday Evenings 6-850p

Required Materials: a.) textbook: Building a Speech, by Sheldon Metcalfe b.) speech notebook (non-spiral)

Last Day to Drop this course: March 10, 2000

Holidays:

Martin Luther King, Jr. Monday, January 17, 2000
Washington's Day Monday, February 21, 2000
Spring Break Monday, April 17, 2000

Date of Midterm: March 6, 2000

Date of Final: May 15, 2000

Upon completion of the course, students should be proficient in the following:

- . research, organize, and deliver a public speech
- . present informative and persuasive speeches
- . analyze and understand different audiences
- . handle normal speech apprehension
- . engage in active listening behavior
- . understand importance of ethical practice in research, organization, and delivery
- . evaluate a speech based upon theory presented in the course

Course Requirements

I. Speeches – (50 percent of the grade)

There will be three principal speaking assignments required during the course. These assignments will be graded based on the criteria described instructional handouts and presented to each student. For example, informative and persuasive speeches are graded on two factors: (1) the researched outline, which the student presents to the instructor on the assigned speaking date, and (2) the delivery, which the student has prepared for classroom presentation

Please Note: Speaking assignments will not be graded unless outlines include proper bibliography and are handed to the instructor prior to the speech. In order to pass the course, a student must have presented the equivalent of three principal speaking assignments.

Each assignment constitutes a different set of speaking objectives which the student must successfully complete in order to progress toward accomplishment of course goals.

- a. Speech to sell product 100 points
- b. Speech to inform 100 points
- c. Speech to persuade 300 points

Total 500 points

II. Exercises, Critiques, Quizzes (30 percent of grade)

This area of the grade involves the student's classroom participation through brief speaking exercises, oral and written evaluation of speeches, quizzes, and other selected assignments or class activities. The following is a breakdown of the point value for each of these components:

- a. class work 100 points
- b. quizzes 100 points
- c. notebook 100 points

Total 300 points

III. Exams (20 percent of grade)

There will be two major exams: a mid-term and a final. Each exam will cover material from class discussions and assigned reading. Questions will include a combination of true-false, multiple choice, short answer, fill in the blank, and/or essay type.

- a. Midterm Exam 100 points
- b. Final Exam 100 points

Grading

The following grading scale will be utilized:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

Grading Criteria

Grading for each assignment is assessed according to specific criteria discussed in class and circulated to each student. Speech grades are based upon specific objectives which involve thorough research, clear organization, and a prepared delivery.

Attendance

In order for a basic speech course to be successful, every class period needs both speakers and listeners. Speakers must be prepared to deliver presentations on assigned speaking days, and audience members must listen actively to provide supportive feedback to speakers and to engage in oral and written critiques. Oral performance requires fairly rigid scheduling of class time. Speakers will be given at least one week to prepare a major speaking assignment. Speakers who miss a class on the day a speech is due miss fulfilling that assignment. Students who fail to present speaking assignments cannot assume that they will be able to make up assignments when they return to class. The following attendance policy will be adhered to in this class:

- . Each student, whether present or not, is responsible for all material presented in every class period.
- . Students who miss a class should obtain the material presented from another classmate.
- . A student who misses a class period in which speaking schedules are made will be assigned a speaking day arbitrarily. Students who miss class periods are expected to find out speaking schedules from other classmates and be prepared to speak on the assigned day.
- . Students are not allowed to miss major speaking assignments. Students who fail to present major speeches cannot assume that they will be allowed to make up assignments in subsequent class periods.

Furthermore, attendance will be recorded on a daily basis. If a student arrives to class after roll has been taken, the student must notify the instructor at the end of the class session. If a student misses three consecutive class meetings without notifying the instructor, the student will be dropped from the class. Last day to drop a semester length course is **Friday, March 10** (a letter grade is issued after this date).

**Introduction to Public Speaking
Spring Semester 2000 - Class Schedule
Monday Evenings 6-850p**

- Jan 10** - Chapter 1 - Introducing the Study of Public Speaking
- Jan 24** - Chapter 2 - Building Your First Speech *Quiz on chapter one*
- Jan 31** - Chapter 3 - Analyzing Your Audience *Quiz on chapter two*
- Feb 7** - Chapter 4 - Improving Your Listening Skills *Quiz on chapter three*
Speech 1 due
- Feb 14** - Chapter 5 - Understanding and Reducing
Your Apprehension *Quiz on chapter four*
Speech 1 due
- Feb 28** - Chapter 6 - Considering the Ethics of
Public Speaking *Quiz on chapter five*
- Mar 6** - Chapter 7 - Selecting the Topic *MIDTERM (chapters 1-6)*
- Mar 13** - Chapter 8 - Conducting Research *Quiz on chapter seven*
- Mar 20** - Chapter 9 - Choosing Supporting Materials *Quiz on chapter eight*
Speech 2 due
- Mar 27** - Chapter 10 - Organizing the Body of the
Speech *Quiz on chapter nine*
Speech 2 due
- Apr 3** - Chapter 11 - Selecting the Introduction and
Conclusion *Quiz on chapter ten*
- Apr 10** - Chapter 15 - Speaking to Inform *Quiz on chapter eleven*
- Apr 24** - Chapter 17 - Speaking to Persuade *Quiz on chapter fifteen*
- May 1** - *Quiz on chapter seventeen*
Speech 3 due
- May 8** - *Speech 3 due*
- May 15** - ~~SPEECH~~ *FINAL (chapters 1-6, 7-11, 15 & 17)*