



Communication ~~ Reedley College ~~ Fall 2010

Communication 1: Public Speaking

Instructor: Linda Carvalho Cooley

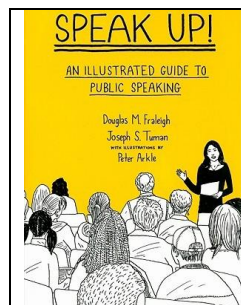
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Check webpage for current office hours



Required Materials:

- Textbook: Fraleigh, D.M. & Tuman J.S. (2009). Speak Up: An Illustrated Guide to Public Speaking
- Three scan-tron forms (882)
- One package of 3X5 cards

Course Description

This course will cover theories and techniques of public speaking. 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*)

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*This schedule and syllabus are subject to change at the discretion of the instructor - it is the responsibility of the student to check on announcements made during any absence. Also if class is cancelled please refer to the webpage for instructions.*

## **Student Learning Outcomes**

Upon completion of this course, students will be able to:

1. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
2. Utilize research materials that incorporate sufficient, credible, and relevant evidence.
3. Choose appropriate organizational patterns.
4. Analyze the effectiveness of communication through constructive critique.

### **Specific Objectives**

In the process of completing this course, students will:

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

## **Student Rights**

Students are encouraged to become familiar with the "Campus Policies" section of the Schedule of Courses. This material includes information regarding cheating and plagiarism, disruptive classroom behavior, and other instructional issues.

Students with disabilities: If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

## **Classroom Department**

Students must respect the rights of the other students in the class. The exploration of controversial ideas is an essential component of this class. Students who are not respectful will be asked to drop the class. When presentations are in progress students arriving late are to stay outside until the presentation is complete. Interrupting a presentation for any reason other than a severe emergency is inconsiderate and will not be tolerated. Cell phones should be turned off before coming to class. If a student interrupts a speech for any reason other than a severe emergency they will be confronted by the instructor and their speech grade will be lowered one letter grade.

## **Just a Note Regarding My Teaching Philosophy**

If you are absent do not approach me to ask "what did we do when I was gone?" Each student must assume full responsibility for all notes, assignments or announcements made during class. I cannot and will not re-teach a lesson in my office or in the hallway before or after a class. My power point presentations are for students who come to class - students who are not in class will have to rely on the book or notes from a friend. Just because you miss class when an assignment is given out or when an assignment is due does NOT excuse you or extend the due date.

## Assignments

| Graded Item                                  | Points Possible  | Score |
|----------------------------------------------|------------------|-------|
| Introduction speeches                        | Credit/No Credit |       |
| Cultural Artifact or Autobiographical Speech | 50               |       |
| C/A or A/B Outline                           | 10               |       |
| Informative Speech                           | 100              |       |
| Informative Outline                          | 25               |       |
| Informative Reference Page                   | 25               |       |
| Persuasive Speech                            | 150              |       |
| Persuasive Outline                           | 25               |       |
| Persuasive Reference Page                    | 25               |       |
| Ceremonial Speech (no outlines)              | 50               |       |
| Participation                                | 50               |       |
| Audience Evaluations                         | 50               |       |
| Reflection Papers (3 @ 30 ea.)               | 90               |       |
| Quiz 1                                       | 100              |       |
| Quiz 2                                       | 100              |       |
| Final                                        | 150              |       |
| Total Points Possible                        | 1000             |       |

The following numerical guidelines will be used in the assignment of final grades.

900-1000 = A  
 800-899 = B  
 700-799 = C  
 600-699 = D  
 599- 0 = F

The instructor reserves the right to increase points for students who are on the margin; this will be done on the basis of attitude and participation throughout the semester and is solely at the discretion of the instructor.

### Late and Missed Assignments

*I will NOT accept any emailed or handwritten papers.*

*I have a very strict policy on late work.*

***ALL WORK IS DUE AT THE BEGINNING OF THE CLASS -  
 DO NOT COME IN LATE AND ASSUME I WILL ACCEPT YOUR WORK.***

**Attendance:** Roll will be taken at each class session. Presentations, audience evaluations and participation grades can be drastically affected by absences. Understanding that perfect attendance can only happen in a utopian world each student is allowed 3 unexcused absences. I suggest you use them well. On the 4<sup>th</sup> unexcused absence your participation points will be depleted - you cannot earn points when you are not in class to participate in the various activities. On the 5<sup>th</sup> unexcused absence audience evaluation points will be depleted. On the 6<sup>th</sup> unexcused absence no extra credit can be earned. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. Four tardies or early departures are equivalent to one absence. It is the student's responsibility to keep track of their absences. Excused absences are verifiable, documented and only occur under unavoidable circumstances. Exceptions are only made for school-sponsored functions (e.g. school sports, school mandated field trips). Please note that all excused absences **MUST** have verifiable documentation by a reputable source. (This does NOT include your parents!)

**All documentation must be submitted to the instructor NO later than one week following the absence. Note that all documentation will be verified by the instructor.**

Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences. If however you know in advance that you will be absent please inform the instructor so that accommodations can be made for speeches or quizzes **prior** to your absence. Also understand that notifying the instructor does not excuse the absence.

**Speeches:** This class fulfills the ORAL component for the general education requirements - I take this very seriously. NO ONE will pass my class if you miss a speech, it is mathematically impossible!! Missing a speech means a zero on the speech, outline, reference page, participation points, audience points and extra credit. **I do not allow anyone to give their speech on a day other than their assigned date. Do not ask for an extension.** If you are unable to present on your assigned date you will be given a 0 on that speech and will fail my class. The only way to pass my class is to make up the missed speech on "Last Ditch Day" - See "Last Ditch" section for details on make ups. Students who are late on their assigned speaking day will **NOT** be allowed to speak. After a student gives their speech they are **required** to stay until class is dismissed. If you give your speech then leave class early you will be given a zero on that speech and will have to re-do the speech on Last Ditch Day - note if you already have a Last Ditch Day speech you will fail the course.

**Outlines:** Outlines must be submitted to me one class day prior to the first assigned speech date for all students. **No one will be allowed to give their speech without giving the instructor their outline on time.** Without an outline (submitted on time) you will not receive a time slot to present your speech and you will receive a 0 on your outline, speech, and reflection grade. I will not accept emailed papers and do not come to class with your disk complaining you were "UNABLE" to print the file. Plan ahead and be responsible for your work. Remember this is college not high school - all submitted papers **MUST** be typed.

**Reference Pages:** I only require reference pages on two speeches, the informative and the persuasive speech. They must be typed and in APA style format. If you do not submit a reference page you will **NOT** give a speech. These speeches are to be properly researched with the use of appropriate sources.

**Reflection Papers:** All reflection papers must be turned in one class day after the final speech in each round of speeches and will **NOT** be accepted late. Reflection papers must be **TWO** pages and typed! I will not accept emailed papers and do not come to class with your disk complaining you were "UNABLE" to print the file. Plan ahead and be responsible for your work. Remember this is college not high school - all submitted papers **MUST** be typed.

**Participation Points:** This class is interactive, participation is vital to the classroom environment. Each student is expected to attend class each day and be prepared to discuss ideas, and participate in class activities. Please come to class prepared to engage the material. Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect participation points. Participation points are strictly given on days with no speeches or quizzes. Please note that your participation points can be completely exhausted on the basis of attendance or missed assignments.

**Additional Point Assignments:** In addition to the assignments I will be offering limited extra credit assignments. They will be briefly announced in class and posted on the classroom web page. It is the student's responsibility to look them up and turn them in by the deadline posted on the webpage. Extra credit assignments submitted by students who have missed speeches will not be accepted. Extra credit points can only be earned by students who have attempted all assignments and students who have less than 6 unexcused absences.

## Last Ditch Effort Day

In an effort to be fair I will have an assigned make up day. If you have missed ONE speech this will be the ONLY day you can make that speech up.

The **BAD NEWS**: all make up speeches will suffer a 2 letter grade reduction from the original points possible. I will only listen to late speeches on this day.

### Make Up Speeches

**NO ONE CAN PASS THIS CLASS IF THEY MISS A SPEECH ~ PERIOD!!**  
If you miss a speech you will be allowed to make up that ONE speech on the Last Ditch Effort Day but you will be at the mercy of time constraints and some basic rules.

|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
| First you can only make up ONE speech from the semester. (If you missed two speeches you have officially failed the class.) |
| Second you must have your outline and reference page typed and ready when you are called up to speak.                       |
| Third you must be ON TIME - NO ONE IS ALLOWED IN THE ROOM ONCE SPEECHES BEGIN, a sign will be posted on the door.           |
| Fourth all speeches will be given on a lottery basis. (I cannot guarantee we will have time for all speeches )              |

How it works: at the start of class everyone who has a make up speech will put their names on a card and I will draw names - if we run out of time, you ran out of luck! I will hold very strict time limits on speeches but cannot guarantee that everyone will get a turn. Those students making up speeches due to verifiable excused absences will be given priority and full credit for their speeches on this day.

The **GOOD NEWS**: if you have given all of your speeches and do not have any to make up, consider this a free day - take the time to study for the final or sleep in, go to the beach (Reedley Beach??) or whatever you want, after all you have earned it.

## Calendar for Fall 2010

|                  |          | <b>AUGUST</b>                                                                         | <b>Required Reading</b> |
|------------------|----------|---------------------------------------------------------------------------------------|-------------------------|
| 17 <sup>th</sup> | Tuesday  | Course introduction                                                                   |                         |
| 19 <sup>th</sup> | Thursday | Introduction speeches                                                                 |                         |
| 24 <sup>th</sup> | Tuesday  | Communication Apprehension                                                            | Chapter 2               |
| 26 <sup>th</sup> | Thursday | Communication Models (in class activity)<br>First Speech Assigned - Cultural Artifact | Chapter 1               |
| 31 <sup>st</sup> | Tuesday  | Canons & Delivery                                                                     | Chapter 13              |
|                  |          | <b>SEPTEMBER</b>                                                                      |                         |
| 2 <sup>nd</sup>  | Thursday | Outlining (in class activity)                                                         |                         |
| 7 <sup>th</sup>  | Tuesday  | Listening                                                                             | Chapter 4               |
| 9 <sup>th</sup>  | Thursday | Outline Due<br>Quiz 1 (Chapters 1, 2, 4, 13 & lecture notes)                          |                         |
| 14 <sup>th</sup> | Tuesday  | Cultural Artifact or Autobiographical Speeches                                        |                         |
| 16 <sup>th</sup> | Thursday | Cultural Artifact or Autobiographical Speeches                                        |                         |
| 21 <sup>st</sup> | Tuesday  | Reflection papers due<br>Second Speech Assigned - Informative                         |                         |
| 23 <sup>rd</sup> | Thursday | Audience                                                                              | Chapter 5 & 15          |
| 28 <sup>th</sup> | Tuesday  | Library Research<br>References & APA format<br>Topic Selection                        | Chapter 6 & 7           |
| 30 <sup>th</sup> | Thursday | Responsible Knowledge & Supporting Materials                                          | Chapter 8               |
|                  |          | <b>OCTOBER</b>                                                                        |                         |
| 5 <sup>th</sup>  | Tuesday  | Presentation Aids & Using Power Point                                                 | Chapter 14              |
| 7 <sup>th</sup>  | Thursday | Quiz 2 (Chapters 5, 6, 7, 8, 10, 14, 15 & Lecture Notes)<br>Outlines Due              |                         |
| 12 <sup>th</sup> | Tuesday  | Informative Speeches                                                                  |                         |
| 14 <sup>th</sup> | Thursday | Informative Speeches                                                                  |                         |
| 15 <sup>th</sup> | Friday   |                                                                                       | Last day to drop        |
| 19 <sup>th</sup> | Tuesday  | Informative Speeches                                                                  |                         |
| 21 <sup>st</sup> | Thursday | Informative Speeches<br>Reflection Papers Due<br>Third Speech Assigned - Persuasive   |                         |
| 26 <sup>th</sup> | Tuesday  | Spoken Word & Review of Delivery                                                      | Chapter 12 & 13         |
| 28 <sup>th</sup> | Thursday | Presenting & Review of delivery & Videos                                              | Chapter 17              |



| NOVEMBER         |                                     |                                                           | Required Reading |
|------------------|-------------------------------------|-----------------------------------------------------------|------------------|
| 2 <sup>nd</sup>  | Tuesday                             | Outlines Due<br>Persuasive Speech Designs & Fallacies     | Chapter 3 & 16   |
| 4 <sup>th</sup>  | Thursday                            | Persuasive Speeches                                       |                  |
| 9 <sup>th</sup>  | Tuesday                             | Persuasive Speeches                                       |                  |
| 11 <sup>th</sup> | Thursday                            | NO CLASS - Veterans Day                                   |                  |
| 16 <sup>th</sup> | Tuesday                             | Persuasive Speeches                                       |                  |
| 18 <sup>th</sup> | Thursday                            | Persuasive Speeches                                       |                  |
| 23 <sup>rd</sup> | Tuesday                             | Reflection Papers Due<br>Assign Final Speech - Ceremonial |                  |
| 25 <sup>th</sup> | Thursday                            | Thanksgiving Break (NO CLASS)                             |                  |
| 30 <sup>th</sup> | Tuesday                             | Last Ditch Day                                            |                  |
| DECEMBER         |                                     |                                                           |                  |
| 2 <sup>nd</sup>  | Thursday                            | Ceremonial Speech Lecture                                 | Chapter 18       |
| 7 <sup>th</sup>  | Tuesday                             | Fun with Ceremonial Speeches (in class activity)          |                  |
| 9 <sup>th</sup>  | Thursday                            | Ceremonial Speeches                                       |                  |
|                  | 13 <sup>th</sup> - 17 <sup>th</sup> | Finals Week (check schedule)                              |                  |

## Finals

Finals are held in the same classroom but not necessarily at the same time. Please note schedule below so that you are aware of the time and date of your final. Please note - I will not allow anyone who is 20 minutes late to take the final unless there is a verifiable excused reason for the tardy. Please be aware and be on time. I will NOT allow anyone to take the final prior to finals week without a documented medical excuse.

Final will include Chapters 3, 12, 16, 17, 18 & Lecture Notes and a re-exam of Chapter 13

| Your Class           | Date Assigned For Final       | Time Assigned For Final |
|----------------------|-------------------------------|-------------------------|
| Comm 1 T/TH 12:30 pm | Tuesday Dec. 14 <sup>th</sup> | 12 to 2 pm              |