

Instructor: Tracy Stuntz

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## Communication 1 - Introduction to Public Speaking - Fall 2011

### **Required Text:**

Beebe, S.A., Beebe, S.J. (2012). A concise public speaking handbook (3rd ed.). New York, NY: Pearson

Recommended Text: APA Style Guide



### **Course Description:**

This course will cover theories and techniques of public speaking. This course is designed to enhance fundamental public speaking skills which include research, organization, reasoning, listening and audience demographics. Particular emphasis will be on logical organization, composition and the delivery of informative and persuasive speeches. (CSU AREA C)

*ADVISORY: Eligibility for English 1A recommended.*

### **Course Outcomes:**

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

- construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
- utilize research materials that incorporate sufficient, credible and relevant evidence.
- choose appropriate organizational materials.
- analyze the effectiveness of communication through constructive critique.

### **Course Objectives:**

In the process of completing this course, students will:

- gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
- gain an understanding of the communicative process.
- develop skill in informative, persuasive and ceremonial speaking.
- recognize the need for clear and concise organization of ideas.
- use supporting materials effectively.
- analyze and adapt messages to address audience attitudes, needs and demographics.
- recognize the role of culture in the production and management of spoken interaction.
- develop skill in extemporaneous speaking - students will present a minimum of three speeches in front of an audience.
- enhance vocal skills (projection, diction, inflection and volume)
- improve listening skills
- critique and analyze their own and other students' speeches.
- utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

### **Policies and Rules:**

**Attendance and Participation** - Roll will be called every day within the first five minutes of class. Both tardies and early departures - arriving to class more than five minutes late or leaving more than five minutes early - will be recorded.

You will start with 100 participation points, and throughout the semester, points will be deducted for the following: absences, tardies, early departures, talking in class, using cell phones or electronic devices in class, failing to participate in class activities, coming to class unprepared, violating class policies, and more. **Participation deductions will be made in 10-point increments.** I count all absences as the same - excused or unexcused. Each student will receive one free absence.

Students participating in mandatory college activities during class times will be excused, but **must** provide the instructor with written notification **in advance** of the absence.

**Assignments** - All assignments are due within the first five minutes of class on the due date. Students will be called on to give their speeches on a random basis for most of the semester. Every student must be prepared to speak on the first day - if you are absent on the first day of speeches, your speech will be penalized 50%. No exceptions.

There is no other late work accepted - this includes exams, homework, and in-class activities, even if you are absent. Extensions or exceptions will no be made for computer or printer issues.

All written assignments, excluding homework, must be typewritten, in APA format, and stapled. I will not take assignments if they are not in this format. Note: APA style requires Times New Roman, 12pt font, with 1 in margins, and a title page. Let me know if you have questions.

Detailed requirements, grading criteria, and deadlines will be posted and updated on Blackboard. It is your responsibility to copy the materials necessary.

assignment	points available	your score	grading scale
demonstration speeches	75		899.5-1000 = A
informative speeches	100		799.5-899.4 = B
persuasive speeches	125		699.5-799.4 = C
famous speech speeches	100		599.5-699.4 = D
outlines (30 pts each) x 3	90		599.4 or less = F
homework (10 pts each) x 11	110		
participation = 100 pts	100		
impromptu speeches (10 pts each) x 5	50		
audience survey	25		
peer evaluation (5 pts each) x 5	25		
extended peer evaluation	50		
tests (25 pts each) x 3	75		
final	75		

**Workload** - According to college regulations, one unit generally equals one hour of classroom time, plus two hours of study. During a regular 18 week semester, that equals an average of six hours outside of class each week for study.

During class, I will lecture. What I say and what I write on the board is important - you should take notes. We will do class activities. The purpose of these activities is for you to apply and practice concepts that I lecture about. You will not be graded on these assignments, but refusal to participate will lower your participation grade.

**Cheating and Plagiarism** - It is unethical to use a speech or outline prepared by someone else as your own. It is unethical to use information from a source and pretend that it is your own work. Sources used must be cited within the preparation outline and while you are giving the speech. **Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive a 0 (zero) for the assignment.** This policy will apply regardless of the magnitude of the offense or the writer's intent. I pursue any hint of plagiarism or fabrication that I detect in your work. It is very important to note that plagiarism regulations are not limited to written assignments, but also extend to oral presentations.

The campus subscribes to the Turnitin plagiarism prevention service, and you will submit all written assignments to Turnitin. Your work will be used by Turnitin for plagiarism detection and for no other purpose.

**Classroom Behavior** - Students are expected to behave in ways that support the learning environment. Do not disrupt the work of others. Respect the rights of the instructor and other students in the class. The exploration of controversial ideas is an essential component of college courses. The instructor will ask you to leave the classroom (early departure) if you do not comply.

Students are also expected to work collaboratively with the instructor and with other students. Do not read, sleep, do other class work, or talk to your neighbor while others are speaking.

**Do not enter the room while someone is giving a speech.**

**Electronic Devices** - Cell phones and electronic devices must be turned off and put away before class. The instructor will deduct participation points everytime I see and/or hear your phone. If you leave class to answer your phone, or if you are caught texting on your phone, you will lose participation points. If you are waiting for an emergency call, you must alert the instructor in advance. No exceptions, no warnings. Use of laptops is permitted for note-taking only. You must remain engaged with the class - this means no surfing, games, IM, e-mail, or work for other classes.

**Children and Guests** - College policy does not permit children to attend class. People who are not enrolled in the class may not be in the classroom. Note: this policy also includes animals.

**E-mail Policy** - I answer all emails within 24 hours during the week, and 48 hours on the weekend, and please know that I am happy to answer questions via e-mail. I am also happy to review speech outlines, and other written assignments in advance and give feedback as needed.

**Student Rights** - Students are encouraged to read the "Campus Policies" section of the Schedule of Courses, so they are fully aware of their rights and responsibilities.

Students with disabilities should identify themselves so that appropriate accommodations can be made. 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 me as soon as possible.

**Disclaimer** - Due to unforeseen circumstances, the instructor may need to change, add, or delete course assignments or materials. If you are absent, it is your responsibility to check on changes, assignments, and announcements you may have missed.

Schedule: Communication 1 - Fall 2011. The schedule may change at my discretion.

*Note: Students should read the scheduled chapter for the class **before** they come to class.*

Date	Topic	Homework and Reading Due
8/15	introductions / syllabus	
8/17	speaking in public / introduction speeches	chapter 1
8/19	audience centered speechmaking process	chapter 2, HW #1
8/22	methods of delivery	chapter 16
8/24	MOD speeches	

<b>Date</b>	<b>Topic</b>	<b>Homework and Reading Due</b>
8/26	developing your speech	chapter 8, HW #2
8/29	introduction and conclusion	chapter 12 + 13
8/31	introduction and conclusion speech	
9/2	test #1	ch 1, 2, 8, 12, 13, 16
9/5	holiday no class	
9/7	using presentation aids	chapter 20 + 21, HW #3
9/9	listening	chapter 5
9/12	demonstration speeches	
9/14	demonstration speeches	
9/16	demonstration speeches	
9/19	informative speaking	chapter 22, HW #4
9/21	gathering supporting material	chapter 9, HW #5
9/23	supporting your speech	chapter 10, HW #6
9/26	WDITA speech	
9/28	verbal / nonverbal communication	chapter 17 + 18, HW #7
9/30	test #2	ch 5, 9, 10, 17, 18, 20, 21, 22
10/3	outlining	chapter 14
10/5	outlining practice	
10/7	using words well	chapter 15, HW #8
10/10	building your confidence	chapter 4 + 19
10/12	informative speeches	
10/14	informative speeches	
10/17	informative speeches	
10/19	informative speeches	
10/21	persuasive speaking	chapter 23, HW #9
10/24	persuasive strategies	chapter 24
10/26	audience analysis / adaptation	chapter 6 +7

<b>Date</b>	<b>Topic</b>	<b>Homework and Reading Due</b>
10/28	test #3	chapter 4, 6, 7, 14, 15, 19, 23, 24
10/31	special occasion speaking	chapter 25
11/2	special occasion speeches	
11/4	ethics and free speech	chapter 3, HW #10
11/7	audience survey	
11/9	analyzing famous speeches	handout
11/11	holiday no class	
11/14	persuasive presentations	
11/16	persuasive presentations	
11/18	persuasive presentations	
11/21	persuasive presentations	
11/23	persuasive presentations	
11/25	holiday no class	
11/28	small group speaking	chapter 26, HW #11
11/30	other types of communication	
12/2	famous speech presentations	
12/5	famous speech presentations	
12/7	famous speech presentations	
12/9	famous speech presentations	
12/12 1-250	comprehensive final	ch 1 - 26