Communication 1 Syllabus

Spring Semester 2014

Communication 1: Fundamentals of Public Speaking

Course Code: 52788

Class Meeting: 3:30-4:45 MW

Room: Soc. 36

Instructor: Vanessa Buldo

E-mail address: vanessab@cos.edu

**Textbook and Materials**: O’Hair, Dan. A Pocket Guide to Public Speaking. 4th ed. Bedfor/St. Martin’s, 2013. (3) scan-tron forms

**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)*

**Student Learning 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 patterns.
* Analyze the effectiveness of communication through constructive critique.

**Specific 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 others students' speeches.
* Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.

**Assignments**:

About Me Speech: 25

Cultural Artifact Speech: 50

Informative Speech: 75

Group Speech: 100

Persuasion Speech: 150

Outlines; 100 (5 @ 20 pts each)

Speech Analysis: 100

Exams: 1 50

2 100

3 150 (Final)

Participation: 100

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

900-1000 = A

899-800 = B

799-700 = C

699-600 = D

599-0 = F

**Dropping and adding classes:**

It is the student’s responsibility to add or drop a class by the designated date. Failure to drop a class prior to the drop date will result in an F in the class. Add and drop dates can be found in the schedule of courses.

**Late and missed assignments:**

1. A presentation that is not presented on the assigned date will receive zero points for that assignment. **NO LATE WORK ACCEPTED**. No attachments by e-mail accepted for any assignment. If a student wants an assignment reviewed prior to the date it is due he/she must provide a hard copy.
2. It is the responsibility of the student to contact the instructor and inform him or her of any problem.
3. Accommodations will be made for students with a verifiable medical excuse.

**Classroom Deportment:**

Each student is expected to respect the rights of the other students in the class and the instructor. The exploration of controversial ideas is an essential component of this class. Students who do not behave in a respectful manner will be asked to drop the class. Turn cell phones and laptops off before coming to class. Text messaging during class is not appropriate

**Plagiarism and cheating will not be tolerated and will result in a zero on an assignment and proper consequences for all students involved.**

**Student Rights:**

So that students are fully aware of their rights and responsibilities they are encouraged to become familiar with the Schedule of Courses. Students with disabilities should identify themselves so that appropriate accommodations can be made.

**Daily Schedule**

|  |  |  |
| --- | --- | --- |
| 1-13 | Introductions and Syllabus  Introduction to Public Speaking |  |
| 1-15 | Analyzing your audience |  |
| 1-20 | **Holiday** |  |
| 1-22 | Speech Outlines  Communication Apprehension |  |
| 1-27 | Ethics  Mini Presentations |  |
| 1-29 | About Me Speech |  |
| 2-3 | Finish Speeches |  |
| 2-5 | Listening |  |
| 2-10 | Review for Test 1  **Test 1 (1-6)** |  |
| 2-12 | Discuss Cultures and Visual Aids  Assign Essays |  |
| 2-14-2-17 | **Holiday** |  |
| 2-19 | Researching for Speeches  Supporting Materials  Topic and Purpose |  |
| 2-24 | Cultural Artifact Speech |  |
| 2-26 | Continue Speeches |  |
| 3-3 | Speeches |  |
| 3-5 | Organization  Introductions and Conclusions |  |
| 3-10 | Citing Sources and Plagiarism  Informative Speaking  Turn in Outlines |  |
| 3-12 | Informative Speeches |  |
| 3-17 | Continue Speeches |  |
| 3-19 | Finish Speeches |  |
| 3-24 | Speaking in Groups |  |
| 3-26 | Assign Groups  Discuss Speech Format  Groups Meet |  |
| 3-31 | **Exam #2 (7-12)** |  |
| 4-2 | Begin Group Speeches |  |
| 4-7 | Continue Speeches |  |
| 4-9 | Finish Speeches |  |
| 4-14-4-18 | **Spring Break** |  |
| 4-21 | Discuss Speech Analysis Essays  Motivating an Audience | **Speech Analysis Due** |
| 4-23 | Building Persuasive Speeches  Speaking on Special Occasions |  |
| 4-28 | In Class Presentations |  |
| 4-30 | Persuasive Speeches |  |
| 5-5 | Continue Persuasive Speeches |  |
| 5-7 | Continue Speeches |  |
| 5-12 | Finish Speeches |  |
| 5-14 | Review for Final (13-19) |  |
| 5-19 | Final Exam Monday May 21st  3-4:50 |  |

\*Note: this syllabus is subject to change depending on the needs of the class.