

Fall 2016

**Communication 1: Public Speaking**

**Section # 55725 T. Th. 8:00-9:15am**

Instructor:  Gabriela Hernandez Jimenez

**E-mail Contact Only or Scheduled Meetings**

E-mail: gabriela.hernandez@reedleycollege.edu

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|  | Required Materials:   * Textbook: O’Hair, D., Rubenstein, H. & Stewart, R. (2013). *A pocket guide to public speaking, 4th ed.* Boston: Bedford / St. Martin’s.   **ISBN13:** 978-1457601903  **ISBN10:** 1457601903   * Three Scantron forms (882E) |

## 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 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 caught cheating or plagiarizing in my class will receive a zero on the assignment and any assignment connected to that assignment (e.g. cheating or plagiarism on a speech will result in a zero on the speech, the outline, the reference page, the reflection and on all audience evaluations). Any student caught cheating or plagiarizing will also forfeit all participation points, all audience evaluation points and will not be allowed any extra credit points.

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.

**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.

**Classroom Deportment**

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 (this includes cell phones ringing/buzzing or entering the room during a speech) they will be confronted by the instructor and their speech grade will be lowered one letter grade. **Cell phone usage during class will result in a loss of participation points and students will be asked to give a 2-minute Impromptu speech.**

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***The schedule is subject to change at the discretion of the instructor – it is the responsibility of the student to check on announcements made during any absence***

**Assignments**

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| **Graded Items** | **Points Possible** | **Score** |
| Introduction speeches | 25 |  |
| **How to Speech\*\*** | 50 |  |
| Outline Workshop # 1 | 25 |  |
| How to Speech Working Outline | 25 |  |
| Reflection Paper # 1 | 25 |  |
| **Informative Speech \*\*** | 100 |  |
| Reflection Paper # 2 | 25 |  |
| Outline Workshop # 2 | 25 |  |
| I. S. Working Outline | 25 |  |
| **Persuasive Speech \*\*** | 150 |  |
| P.S. Working Outline | 50 |  |
| Outline Workshop # 3 | 50 |  |
| Reflection Paper # 3 | 25 |  |
| **Ceremonial Speech\*\*** | 100 |  |
| Participation | 100 |  |
| **Audience Analysis Paper \*\*** | 100 |  |
| **Speech Critique Paper\*\*\*** | 100 |  |
| **Test # 1 \*\*** | 50 |  |
| **Test # 2 \*\*** | 50 |  |
| **Final \*\*** | 100 |  |
| Total Points Possible | 1200 |  |

***Mandatory assignments are indicated with \*\*, these assignments are REQUIRED in order to earn any extra credit OR to take the final exam.***

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

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| --- |
| 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. |

1080-1200 =    A  
960-1079   =    B  
840-959    =    C  
720-839     =    D  
719- 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.

Students can email the instructor during the semester to get their current grade. The instructor does NOT give grade checks the last two weeks of school. Please keep this form to track your grades during the semester.

“Per Title V Regulation 58170(e), students must be referred to academic support services by counselors or instructors. With this statement on my course syllabus, I am referring any students in my class in need of academic support to tutorial services. Tutorial services may include: the tutorial center, writing center or the communication lab. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors.”

**Late and Missed Assignments**

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

***ALL WORK IS DUE AT THE BEGINNING OF THE CLASS –***

***IF YOU ARE LATE TO CLASS YOU WILL RECEIVE A 10% REDUCTION ON THE ASSIGNMENT.***

**Attendance:** Due to the nature of this course, attendance is important. Roll will be taken at each class session. **I will drop anyone who misses the first day of class**. I will also drop anyone who misses the second day of class. Per college policy I can drop any student who misses 3 class periods. If a student misses 3 classes prior to the drop date I will drop that student. Roll will be taken at each class session. Class points will be drastically reduced by absences**. If you are not present in class to participate you cannot receive participation points.** Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. If you know in advance that you will be absent, please inform the instructor so that accommodations can be made for speeches or tests **prior** to your absence. Also, understand that notifying the instructor does not excuse the absence and any assignment due during that absence MUST be made up **prior** to, not after the fact.

**Please be aware that I WILL enforce this policy and will not make exceptions!**

It is your responsibility to keep track of your absences and tardies   
**I will not give warnings.**

**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, reflection paper, participation points. Also students who miss a speech will not be allowed to take the final. **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. **Students who are late on their assigned speaking day will lose 10% of their speech grade.** 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 lose 10% of your speech grade.**

• **Self-introduction Speech**: The first presentation is a short self-introduction focusing on one aspect of yourself you wish to highlight for the class as an ice-breaker. This speech will not be graded; you will receive full credit simply for presenting this 1-2 minute speech. However, to receive full credit you must fulfill the time requirement.

• **How to Speech:** This 4-5 minute speech will requires students to demonstrate to the audience how to do something that is related to their culture.

• **Informative Speech:** This speech will apply concepts learned in the course to present an extemporaneous address about a student-selected topic involving processes, events, places, people, objects, or concepts. This speech will be 5-7 minutes long.

• **Persuasive Speech**: Representing a culmination of the components of public speaking that have been examined in this course, this speech (6-8 minutes) will seek to adjust listener attitudes/beliefs/values, urge action, or answer opposing views through careful reasoning and argument.

• **Ceremonial Speech:** This speech will apply concepts learned in the course to present a speech that may be given in social events.

• **Audience Analysis Paper:** Effective discourse requires speakers to appropriately adapt a message to the audience and the speaking environment. This assignment provides students an opportunity to write an analysis of an audience. After watching a video of an audience; which the instructor will provide, each student will write a 2-3 page essay describing the important characteristics of the audience and how this information will be used in class presentations.

**Outlines:** Outlines must be submitted to me on the day of your assigned speech date. **I will not accept emailed papers and do not come to class with your USB 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. Keep in mind any form of plagiarism will not be tolerated.

**Reference Pages:** They must be typed and in APA style format. These speeches are to be properly researched with the use of appropriate sources.

**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. 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 there might be limited extra credit assignments. They will be briefly announced in class if any extra credit is available. It is the student’s responsibility to come to class or ask a classmate and turn the extra credit in by the deadline. Extra credit can buffer grades it cannot replace them.

**Tests & Final:** Test 1 & 2 are composed of 25 questions worth 2 points each, for a total of 50 points. Finals are held in the same classroom and are composed of 50 questions worth 2 points each for a total of 100 points. Please note schedule on calendar so that you are aware of the time and date of your final. Please note – **I will not allow anyone who is late to take the final.** 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. Accommodations will not be made for vacation or travel reasons. Again students are required to bring their own Scantron to the final. Finals will not be given to anyone who has been caught plagiarizing or has exceeded the absences for this course as detailed in the attendance portion.

***\*\*\*Email Etiquette\*\*\****

When emailing the instructor, please include a salutation, a body, and a closing. Sometimes students send emails that say things like “What chapter are we on?” The professor has many students at one time. Also, when emailing the instructor consider your spelling and grammar.

*Good morning Ms. Hernandez,*

*Hope you are having a wonderful day. This is Manuel from your Comm.1 3:30pm class.*

*I am writing this email to let you know that I will not be attending class on Monday because I have a doctor’s appointment.*

*Hope you have a wonderful day. See you on Wednesday.*

*Best regards,*

*Edgar Garcia*

*Fundamentals of Public Communication, Comm. 1 3:30pm*

**Daily Schedule Tuesday, Thursday**

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|  |  | **August** |  |
| 08/16/2016 | Tuesday | Course Introduction  Activity |  |
| 08/18/2016 | Thursday | Speech Anxiety  Communication Model  Assign Self-Introduction Speech | Chapter 1& 2 |
| 08/23/2016 | Tuesday | **Self-Intro Speeches** |  |
| 08/25/2016 | Thursday | Giving your first speech  **First Speech Assigned- How to Speech** | Ch. 10 |
| 08/30/2016 | Tuesday | Selecting a topic & Outlining | Ch. 5& 11 |
|  |  | September |  |
| 09/01/2016 | Thursday | Audience attitudes & Values  Present Speech topic to Instructor  **Audience Analysis Paper Assigned** | Ch. 6 |
| 09/06/2016 | Tuesday | Responsible Knowledge & Supporting Materials  **Library Session** | Chapter 7 & 8 |
| 09/08/2016 | Thursday | **Test # 1**  **Chapters 5,6, 10& 11** |  |
| 09/13/2016 | Tuesday | Outline Workshop # 1 | **Bring 1 typed copy of your completed working outline** |
| 09/15/2016 | Thursday | Delivery & Listening  -Activity  **Audience Analysis Paper Due** | Ch. 3 & 4 |
| 09/20/2016 | Tuesday | Delivery & Presentation Aids & Using PowerPoint | Ch. 13& 14 |
| 09/22/2016 | Thursday | **How to Speeches** |  |
| 09/27/2016 | Tuesday | **How to Speeches** |  |
| 9/29/2016 | Thursday | **How to Speeches** |  |
|  |  | October |  |
| 10/04/2016 | Tuesday | **Second Speech Assigned---Informative**  **Reflection Paper # 1 Due** | Ch. 15 |
| 10/06/2016 | Thursday | Organizational Patterns  **\*Present Speech Topic to Instructor**\* | Ch. 9  **Reflection Paper # 1 Due** |
| 10/11/2016 | Tuesday | Outline Workshop # 2 | **Bring 1 typed copy of your completed working outline** |
| 10/13/2016 | Thursday | **Test # 2**  **Chapters 3,4,15 & 9** |  |
| 10/18/2016 | Tuesday | **Informative Speeches** |  |
| 10/20/2016 | Thursday | **Informative Speeches** |  |
| 10/25/2016 | Tuesday | **Informative Speeches** |  |
| 10/27/2016 | Thursday | **Informative Speeches** |  |
|  |  | **November** |  |
| 11/01/2016 | Tuesday | Spoken Word & Persuasive Strategies | Ch. 16 & 17 |
| 11/03/2016 | Thursday | Work on Persuasive Speeches  Topic choices are due | Bring laptops of tablets to class |
| 11/08/2016 | Tuesday | **Outline Workshop # 3**  **\*\*\*Assign Speech Critique Paper\*\*\*** | **Bring 1 typed copy of your completed working outline**  ***Reflection Paper #2 Due*** |
| 11/10/2016 | Thursday | **Persuasive Speeches** |  |
| 11/15/2016 | Tuesday | **Persuasive Speeches** |  |
| 11/17/2016 | Thursday | **Persuasive Speeches** |  |
| 11/22/2016 | Tuesday | **Persuasive Speeches** |  |
| 11/24/2016 | Thursday | Thanksgiving Break |  |
| 11/29/2016 | Tuesday | **Persuasive Speeches** |  |
| 12/01/2016 | Thursday | Assign Final Speech- Ceremonial Speech | Ch. 18 |
| 12/06/2016 | Tuesday | **Ceremonial Speeches** | **Reflection Paper # 3 Due** |
| 12/08/2016 | Thursday | **Study for Final Exam** |  |
| 12/15/2016 | Thursday | **Final Exam**  Chapters 16, 17 & 18 |  |

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