

Introduction to Public Speaking

Communication Studies 301 (COMM 301) 3 Units

*Tuesdays and Thursdays 4:30pm-5:50pm

Instructor: Prince K. White, Ph.D.

Classroom: CRC Main - BS 126

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*Final Exam is Tuesday, December 16, 2014 from 5:45-7:45 p.m.

Text:

A Pocket Guide to Public Speaking, Third edition By Dan O'Hair, Hannah Rubenstein, and Rob Stewart (2010) [Note: the instructor provides all additional readings or speeches via the class website]

Class website:

www.princewhite.com/comm301

The main goal in this class is to empower you, as a student and a member of a community. The motto of our class is "The squeaky hinge gets the oil." Introduction to Public Speaking is a formative class in the education of many college students. Public speaking is where many students find their *voice* for the first time. There are many myths and stories about what a public speaking class is and what happens in one. Some people fear taking this class while others are eager and take the class early in their education. Some think public speaking is an "easy A" class, while others feel there is almost no possibility of getting an A. I am rather determined to shatter any and all of your expectations and provide you with a world-class introduction to a topic that can, and will, change your life.

CATALOGUE COURSE DESCRIPTION:

Prerequisite: ENGWR 101 or ESLW 320 with a grade of "C" or better; or placement through the assessment process. *Advisory:* Concurrent enrollment in COMM 270. *General Education:* AA/AS Area II (b); CSU Area A1; IGETC Area 1C *Course Transferable to UC/CSU Hours:* 54 hours *LEC Description:* This course prepares students to speak in a variety of rhetorical situations: as college students, as employees, as opinion leaders in the community. The course is designed to assist students in developing ethical research methodology, analytical thinking skills, organization and outlining skills, effective delivery, and appropriate speech presentation skills. Emphasis is on researching, preparing, organizing, and presenting a variety of speeches for varied audiences. Video and/or audio taping equipment may be used as an aid to the student's self-analysis and

improvement. Access to a computer with on-line capabilities may be required and is available on campus.

COURSE OBJECTIVES:

- Demonstrate the skills necessary to compose/create and present informative and persuasive messages.
- Demonstrate competence in active listening skills.
- Compose and present appropriate oral messages to diverse audiences.
- Evaluate, plan, and organize coherent structured oral messages.
- Analyze the speaking situation and create messages appropriate to diverse audiences and contexts.
- Incorporate language as appropriate to diverse audiences and varying communication contexts.
- Analyze, develop, and implement strategies to productively manage oral communication apprehension to minimize its impact on the message.
- Apply ethical standards to every phase of the communication process (e.g., selection of arguments, support, and delivery).
- Demonstrate knowledge of classical rhetorical theories, motivational theories, and psychosocial theories.

COURSE POLICIES:

The course policies were created in the hopes of providing a classroom environment where every student can learn and I, as the professor, can spend as much time and energy on teaching as possible. Please pay special attention to the **non-negotiable** rules regarding late speeches and being late on speaking days.

Attendance: Attendance is a key ingredient in doing well in this class. Activity points will be offered almost every class meeting and cannot be made up during any other period of time. Extra credit cannot substitute for the experiences (or the points) that you get in class.

Chronic Tardiness/Leaving Class Early: If you are chronically tardy, or always need to leave early then drop this course and take it when your schedule allows you to be here the duration of class time. If you are tardy on a speech day and someone is delivering a speech, please wait quietly outside the door until you hear applause. Please don't interrupt!

Plagiarizing/Cheating: There is zero tolerance for plagiarizing. If you are caught plagiarizing, I will personally seek the maximum punishment allowable by the department and the college. At the very least anyone caught plagiarizing or cheating will fail the assignment at hand.

Cell phones: Students who are using cell phones to text or make calls during class will be asked to leave class for the day. On occasion using a cell phone during class will be acceptable.

Laptop/note taking: I would prefer it if you did not take notes on a laptop or have them open during class unless I have said it is the kind of lecture that requires notes. In general, I prefer your full, undivided attention for this type of class. If you would like to take notes please use paper.

Late Assignments: Assignments are due at the beginning of the class period and will not be accepted thereafter. **If you are scheduled to give a speech on a given class day and you miss class, YOU MIGHT NOT BE ABLE TO MAKE IT UP.** You may make-up only ONE speech. I offer only one class hour at the end of the semester for make-up speeches. I will only be able to accommodate a maximum of ten total make-up speeches on make up day, so plan carefully. If more than ten people need to make up speeches a lottery will be held to determine who gets the opportunity to speak and speeches presented on make up day are penalized 30%.

Grade Appeal: If you wish to contest a grade I will accept a written argument detailing the injustice. The appeal will be due one week from the day the assignment was returned to you. Turning in an appeal does not guarantee that you will receive a higher grade.

Completion of Speeches and Tests: You must complete ALL of the speeches and both the midterm and the final. A zero or missing grade for either will result in a maximum class grade of a "C."

GRADING/ASSIGNMENTS:

Grading:	Points Possible	Your Score
Speeches:		
Sample Speech	0	
MMI Speech	5	
Dramatic reading	10	
Informative Speech	10	
Persuasive Speech (x2)	20(total)	
Assignments:		
Impromptu activities	5	
Take home Assignments	10	
Assessments:		
Midterm	15	
Final	15	
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Total	100	

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= >59

Assignment Descriptions:

The assignments required for this class are designed to provide you with practical communication skills and information about communication theory. There are basically 5 required speeches to complete this class with a passing grade of a C or better. Additionally there are daily activities/impromptu activities that students obtain points for like on the spot speaking with no preparation and speaking skill-building workshops that take place in the classroom and take home/online assignments.

All assignments that are not a speeches are to be turned in via D2L. There are a number of extra credit opportunities that take place outside of the classroom like intramural tournaments and public performances. I encourage extra credit for every student. Completing extra grade is a certain way to raise your grade up to **ONE HALF LETTER GRADE** or 5%.

Sample Speech: The sample speech is 1.5 to 2 minute speech, will be completed the first day of class and is basically a simple introduction.

The “Me, Myself and I” speech: This speech will require you to deliver a three-minute speech focusing on your past, present and future. This assignment gives the class an opportunity to learn more about you and eases you into the course by having you speak on a topic about which you have some expertise.

The Dramatic Reading: The dramatic reading, also known as the oral reading, is a three to five minute presentation that focuses on the “reading” of a piece of literature, prose, poetry, plays, or song lyrics. You will practice a delivery style that demands the use of vocal variety and an effective use of nonverbal communication in an effort to bring the “character” to life.

The Informative Speech: You will develop a five to seven minute speech designed to share your research on an area of public interest. You will also be required to complete and turn in an outline of your speech (due the day you speak).

The Persuasive speech: You will deliver an eight to ten minute speech in support of a position on an issue. Your goal will be to persuade your audience to change its attitudes, values, beliefs, and/or actions about a controversial issue. You should attempt to get your audience to act on a proposed policy change. An outline is also required for this speech.

Outlines: (To be clear) you will be required to write preparation outlines for your informative and your persuasive speeches. Your outlines should satisfy a variety of criteria that will be outlined in the assignment packet. The outline is to be turned in the day of your presentation.

Below is the tentative schedule. The schedule will change based on the number of students enrolled (updated schedules will be provided when enrollment is stable).

Week /Date	General Topic	Textbook	Projects/deadlines
1. 8/26, 8/28	Introduction	Ch. 1,2,3	Get book, Sample Speech (first day), MMI speech due 8/28
2. 9/2, 9/4	Part 1: Finding your voice Communication theory		
3. 9/9, 9/11	Delivery/Dramatic speech intro	Ch. 4,5	
4. 9/16, 9/18	Interpreting Evidence	Ch. 7,8	
5. 9/23, 9/25	The Dramatic Speech/Interp	Ch.17,18,19	Dramatic Speech due 9/25
6. 9/30, 10/2	Informative Speaking Principles	Ch. 9,10,11	
7. 10/7, 10/9	Midterm	Review	Midterm 10/9
8. 10/14, 10/16	Part 2: Using your voice	Ch. 23	
9. 10/21, 10/23	Informative skill building		
10. 10/28, 10/30	Informative skill building	Ch.12,13,14	Informative Speech due 10/28
11. 11/4, 11/6	Persuasive Principles	Ch.15,16	
12. 11/11, 11/13	Persuasive Skills/Debate	Ch.20,21,22	
13. 11/18, 11/20		Ch.24	Persuasive Speech #1 due 11/18
14. 11/25, 11/27	Other types of speaking	Ch. 26,34	
15. 12/2, 12/4			
16. 12/9, 12/11	Last Day of Class December 11, 2014		Persuasive Speech #2 due 12/9
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