

COM 111 – PUBLIC SPEAKING

Fall WEC 2007

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Office hours: **W** 9:30 – 10:30 am, **F** 4:00-5:00 pm, **S** 7:00 – 8:00 am
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GENERAL COURSE DESCRIPTION

Welcome to COM 111. This is an introductory course in public speaking. The obvious objective of the course is to help you develop your confidence and skill in speaking, but this is not the sole objective of the course; conceptual understanding is considered as important as the ability to speak effectively. In addition to developing your speaking skills you are given the opportunity to learn about the art of rhetoric, theories of communication, methods of speech preparation and organization, audience analysis and adaptation, delivery, critical thinking and listening, argumentation, style and language, and ways to critique oral discourse. In other words this course is devoted to both the practice of public speaking and the study of public speaking.

Class time is allocated to giving speeches based on the assumption that the best way to learn how to speak is to do it. This leaves relatively little time for lecture. **Please regard the text as a series of lectures I might give if time permitted.** Do not underestimate the importance of examinations, which stress conceptual understanding. The speaking opportunities in this class are designed to help you build confidence and improve your speaking skills but they do not make you an accomplished speaker; therefore, a grasp of concepts and guiding principles can be helpful as you apply what you learn here.

This course requires that you take an active role. As noted above, the best way to learn how to speak is to do it. This may seem uncomfortable at first, but over time you may discover that speaking can actually be fun. In many ways the success of this course depends on you. If you look at public speaking as something “just to get out of the way,” then the course could become rather tedious. On the other hand, if you strive to do your best and help others do their best you may discover that giving and listening to speeches can be informative, provocative - and yes, even entertaining. Finally, remember it is very likely that you will address other audiences in your lifetime; to that extent public speaking is a practical necessity. There is one more potential benefit worth noting that I have discovered from my own experience: public speaking boosts your self-confidence and makes you more aware of what you know and believe.

REQUIRED MATERIALS:

- Hamilton Gregory, *Public Speaking for College and Career*, 8th edition (or latest ed.). (McGraw-Hill, 2005)

ATTENDANCE POLICY

The best way to get the most out of this class or any class for that matter is to attend regularly. However, attendance is even more important when the rest of the class depends on you. It is hard to give a speech when the audience is absent. Therefore, it is important that you attend every class. **Unexcused absences will impact your grade.**

LATE ASSIGNMENTS

The success of a public speaking course depends on timely completion of assignments. **When you fail to speak on the day scheduled the other students are effected.** Therefore, all late assignments – especially late speeches – will receive only partial credit.

GRADING

Your grade will be based on achieving points for speaking, exams, and papers. Your final grade will take into consideration:

- 1) Percentage of total points (there is no set %, but generally 95% or above = 4.0, 90% or above = 3.5, 85% or above = 3.0, 80% or above = 2.5, and 75% or above = 2.0)
- 2) College grade guidelines which state that 4.0 work “achieves highest standards of excellence” and 3.0 work is “above basic course standards”
- 3) Any intangibles such as active class participation, perceived competence, attendance

Other notes about grading:

- 1) You must complete all assignments in order to receive credit for this course.
- 2) Incompletes are strongly discouraged, except under very unusual circumstances and only with prior approval of the instructor and registrar.
- 3) It is part of my responsibility to help you learn and do well in this class. Therefore, when you have questions about the class or your grade, please come and see me.

GRADED ACTIVITIES (details subject to slight modification)
(Total points: 300)

EXAMS (100 points)

Exam #1 Due Session 4 (50 points)

This is a multiple-choice and short-answer essay take-home exam based on **chapters 1-14** in the text. The main idea is to learn to work with the text.

Exam #2 Due Session 8 (50 points)

This first part of this take-home exam is multiple-choice based on **chapters 15-18** in the text (25 points). The second part of the exam is short-answer essay questions based on the lectures and discussion throughout the class term (25 points).

SPEECHES (150 points)

Impromptu Speech #1 - Brief introduction speech (Session 1).....	P-N
Formal Speech of Introduction with prop – 2 minutes (Session 2).....	P-N
Impromptu speech #2 – 2 minutes (Session 2, September 21).....	P-N
“Pet Peeve” speech – 3-5 minutes (Session 3, October 5).....	(30 points)
Impromptu Speech #3 – 2 minutes (Session 4, October 19).....	P-N
Informative speech – 6-8 minutes (Session 5, November 2)	(35 points)
Informational Briefing – 3-5 minutes (Session 6, November 16).....	(15 points)
Persuasive speech – 7-9 minutes (Session 7, November 30).....	(35 points)
Speech to Entertain – 6-8 minutes (Session 8, December 7).....	(35 points)

Note: Instruction sheets will be provided for all graded speeches.

WRITTEN ASSIGNMENTS (50 points)

Strategy paper for informative speech – due day of speech,
4-5 pages typed.....(20 points)

Strategy paper for persuasive speech – due day of speech,
5-6 pages typed.....(20 points)

Speech critique paper (2-3 pages) – due Session 6.....(10 points)

OTHER NOTES:

- I'm open to concerns, complaints, and suggestions to improve this class. Please do not hesitate to contact me. I'm always just a phone call away.

CLASS SCHEDULE

- Session 1: Course introduction, review course outline, lecture on the art of rhetoric, controlling nervousness and reaching your audience, **Impromptu Introduction speech**. Read Chapters 1-5.
- Session 2: Lecture on selecting a topic and preparing an outline, **Speech of Introduction, Impromptu speech #2**, Read Chapters 6-12.
- Session 3: **“Pet Peeve” speech**, Read Chapters 13 – 18, Lecture on content (especially the use of “sound & credible” research) and presentation skills.
- Session 4: Review, More on content and delivery, **Impromptu speech #3**, Take-home **exam #1** due
- Session 5: **Informative Speech, strategy paper** due
- Session 6: General review, **Informational Briefing, Speech critique paper** due
- Session 7: **Persuasive Speech, strategy paper** due
- Session 8: **Speech to Entertain**, Take-home **exam #2** due.