

FUNDAMENTALS OF PUBLIC SPEAKING COMM 111 3 Credits

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Office: SSH 202- Albany Campus **Office Hours:** MWF11:30-12:30 Albany TTR 1-2 BC **And by appointment Requirements:**

Text: Emerson, D. (Ed.).(2014) *Fundamentals of Public Speaking, 2nd Edition*. Southlake, TX: Fountainhead Press

NOTE – this is a workbook and cannot be sold back.

Emerson- Comm 111 Packet available at the LBCC Bookstore; **AND ONE (1) 4G Flashdrive**

COMM 111 Course Description: The focus of this course is on the preparation and presentation of public speeches with emphasis on analysis, reasoning, organization, evidence, and delivery. The readings, course activities and course projects are created to improve your skills. This class is taught by discussion and practical application of material covered in lectures, critiques and readings in the textbook. There will be five verbal presentations, one mini presentation, a final paper, and periodical quizzes.

Course Learning Goals The goals of this course are to: (1) Understand the basic principles of oral communication (2) Learn to select and adapt topics to meet the needs and interests of particular audiences (3) Demonstrate the ability to collect, analyze, and use information to develop and adapt messages for particular audiences, purposes, and settings (4) Learn to organize ideas and supporting materials in a coherent and captivating message (5) Develop delivery skills by using voice, body, and gestures effectively in presenting speeches (6) Listen critically (7) Develop the ability to speak competently, confidently, and ethically in public communication situations (8) Develop the belief that Public Speaking can be enjoyable.

Course Learning Outcomes: As a result of successfully completing this class students will be able to Synthesize, organize information for varied audiences; Interact with confidence while adapting messages to audience needs; Listen critically.

This course moves very quickly! You will need to keep up with the readings as all of it is necessary knowledge for the creation of an effective speech. When reading ask, yourself the following questions:
How does this apply to me? How do I use this in my speech? How can I use this information to improve my skills?

Grading: You will be graded on your performance as well as your effort -- observable attempts to improve based on the feedback from the instructor. There are also enough non-performance assignments that provide a solid foundation for those concerned about their ability to give speeches. Do well on those assignments and you can pass the class. This does not mean that you can elect to NOT give speeches and pass the class.

GRADING SCALE

100% - 90%= A 89% - 80%=B 79% - 70%= C 69% - 60%=D 59% & below = F

A: Represents achievement that is outstanding relative to the level necessary to meet course requirements. This work is superior in every respect, and represents the highest level of achievement. The quality is so good that it would be unreasonable to ask a college student to improve upon it.

B: Represents achievement that is significantly above the level necessary to meet course requirements. Not only were all the basic expectations met, it exceeded minimum expected quality levels. This work probably showed one or more of the following characteristics: excellent understanding of the class material, excellent application of theory to practice, unusual thoroughness in thought and preparation.

C: Represents achievement that meets the course requirements in every respect. This score does not indicate any shortcoming. All the work was done adequately and completely, and the work showed basic understanding and mastery of the course material.

D: Represents achievement that is worthy of credit even though it does not fully meet course requirements. While there was merit to what was done, there were also deficiencies that meant the work did not fully meet the minimal expectations.

F: Represents performance that fails to meet the course requirements and is unworthy of credit. This work shows serious deficiencies in regard to the expectations for the assignments and the course overall.

A **complete explanation** of LBCC's grading policy is found in the LBCC General Catalog.

Statement on Academic Expectation

Linn Benton College and your instructors expect you to make academics your highest priority by dedicating your time and energy to training your mind and acquiring knowledge. Academic success in critical thinking and problem solving prepares you for the changes and challenges you will encounter in the future. Your instructor and academic support resources are readily available as partners in this effort, but the primary responsibility for learning is yours. Please see the guidelines for Satisfactory Academic Progress on the LBCC website.

ATTENDANCE AND PARTICIPATION POLICY

The success of this class relies on your participation. Only by attending class, participating in the exercises, asking questions, giving written and oral feedback to classmates, and presenting the required speeches will you become a stronger speaker. **You are expected to attend every class, especially when your classmates are presenting. Missing one week of class (3 or 2 excused or unexcused absences – depending on the class schedule) will result in a 10 point deduction from your Participation score. Excessive tardiness will be counted as an absence. By electing to miss class and speeches thereafter, you are electing to forfeit all participation points.** Part of becoming an effective speaker is being an effective audience member. If you should arrive late on a speaking day you must not enter the classroom until you hear applause indicating that a speech has been completed. Additionally, leaving class early is strongly discouraged, however if you must leave early I **MUST** be notified at the beginning of class.

CHEATING & PLAGIARISM POLICY

Cheating and Plagiarism will not be tolerated. Plagiarism is literary thievery. It is taking the words or ideas of another and misrepresenting them as your own. Academic integrity is expected. Always cite and credit your sources; including Internet sources. Cheating and plagiarism will be reported to the Department Chair and Dean of Students for disciplinary action.

STUDENTS WITH DISABILITIES AND/OR ACCESS NEEDS

Students with **documented disabilities and/or access needs** are reminded that it is your responsibility to identify yourself to your instructor no later than the first week of the term so reasonable accommodations for learning and evaluation within the course can be made. For further information contact LBCC's Center for Accessibility Resources at 917-4789.

SPEECH DATES

Your individual speaking dates will be posted and announced in class prior to the due date of the first round of speeches - see Course Calendar. **It is your responsibility to find someone to trade your date with if you have a conflict.** If you miss ONE speech date, you will have **ONE** opportunity to make up that speech, with the instructor's approval on the scheduled make –up day, minus one grade point. You will only be allowed to make – up ONE speech for the entire term.

If you choose to use the multimedia equipment on your speaking date, it is your responsibility to confirm your working knowledge of software and that the equipment is working. If you wait until just before your speech and the LCD projector is not working or you cannot get your slide show to run you will have to continue without the equipment. All effective speakers have a back-up plan for their visual aids.

CLASSROOM ENVIRONMENT

PERSONAL COMMUNICATION DEVICES

All personal communication devices must be turned off or kept on "silent" - **not vibrate** - during all class sessions. If your personal communication device goes off during another student's speech, your speech grade may be reduced one full letter grade. **Text messaging and social network status updates will not be tolerated in class at all.**

FOOD AND DRINKS

Consumption of food and drinks are not allowed in class during speeches.

NOTICES AND EMERGENCIES

Notices, such as cancelled classes due to weather or other circumstances will be on my instructor website. Other notices, such as class assignment changes will be sent to your LBCC email.

CONDUCT

Respect is mandatory in the classroom; respect for your instructor and fellow class mates... We are a team! As a team it is imperative that we maintain the safety of all. Safety requires that every individual participate in the creation and maintenance of a space which allows for freedom of expression and concern for others. Behaviors that suggest discrimination, disruption and/or an environment where safety and the learning environment are compromised will not be tolerated at any time. Any student that demonstrates reckless behavior that violates the safety of any one in the class will be asked to leave immediately and referred to the Dean of Students Services for appropriate action.

CLASS PREPARATION, ASSIGNMENTS & COURSE CALENDAR

Lectures, exercises, pop quizzes, and the test will be based on the assumption that you have read the assigned chapters in your textbook.

Time Limits: In the "real" world, time is money. In most speaking situations you will be given a general time limit to which you must adhere. The time limit on each presentation is monitored closely. A strict time limit encourages you to fine-tune and practice your presentation. If you are unable to hit a two-minute window you have not prepared sufficiently. You will not know how long your speech is unless you practice it aloud several times. For each speech, you will be given a window in which you must deliver your speech. The penalty for failing to meet the time window (either over or under) will be noted on the individual assignment.

GREIVANCE POLICY

Should you disagree with your speech score I will gladly discuss your speech with you before the next round of speeches begin. Please understand that the grading/scoring of your speeches are subjective. I assume that you will conduct yourself in a professional manner. Failure to do so will result in the immediate ending of the meeting and a referral to the appropriate Dean for further action.

Please follow these guidelines:

1. Read ALL of the written comments on your Evaluation Form(s) and speech outline
2. Write out the reason you disagree with the grade you received.
3. Schedule an appointment with me to discuss your speech outside of class time.
4. Bring your returned speech packet and your written comments to the meeting.

COURSE ASSIGNMENTS

Speech of Introduction In this 2 - 3 minute speech you will introduce yourself to the class. You **may** use an item found in a magazine or newspaper from the day/week you were born, a culturally significant item, or a personal item as a stepping stone.

Narrative Speech In this 3 to 5 minute speech you will be informing the audience, telling a story about a topic of your choice. This speech will require three- (3) high- quality, main points of interest. At this point you will be demonstrating your ability to craft and deliver an effective informative speech appropriate for this audience. A self evaluation accompanies this speech.

Mini Presentation-Impromptu For this presentation you will give a 2 to 3 minute impromptu speech.

Demonstration or Informative Speech with Visual Aids In this 5 to 7 minute speech you will be informing the audience on a topic of your choice.. This informative speech will incorporate the use of a visual aid and/or a demonstration with **at least three (3) cited sources none from Wikipedia**. At this point you will be demonstrating your ability to craft and deliver an effective speech appropriate for this audience incorporating visual aids/demonstration. This is not "How to do..." this is "How something is done!" **Prior to giving this speech, a final outline and bibliography in APA format are required. A self evaluation accompanies this speech.**

Persuasive or Research Based Informative Speech In this 7 - 9 minute speech you will present your views on a controversial subject that is of current public concern in a well-reasoned and relatively non-threatening way. This speech will require that you effectively support your comments with information from **at least four (4) high quality cited sources, none from Wikipedia**. This speech will also require a presentation of numerical data to support your position (e.g. pie and/or bar charts, or line graphs). You must demonstrate that you are a competent speaker who has the welfare of this audience in mind when attempting to persuade or inform them. **Prior to giving this speech, a final outline, final audience analysis, and bibliography in APA format are required. Cite your sources!! Following your speech, you are required to host a brief question and answer (Q & A) session. A 4 GB flash drive or digital recording device and the Final Self Evaluation accompany this speech.**

Epidectic or Special Occasion Speech For this is a 3-5 minute speech you will give a presentation designed to entertain your audience by celebrating, commemorating or praising your subject. Sources are generally not cited in this type of speech, unless you are giving a Role Model speech of a famous person. An outline is required for this speech.

Book Assignments Sixteen (16) assignments from the book will be given. Because your textbook is in essence a workbook, you can pull or carefully tear most of these assignments directly from the book and hand them in. At the start of the term, the instructor will randomly select eight (8) of these assignments for credit, for a total of 60 points. The selection of the eight (8) assignments will change every term. Assignments chosen for credit will have a score on them when returned to students. Late assignments will be given less than half credit, exceptions will be made at the discretion of the instructor.

Peer Evaluations You are required to complete peer evaluations for the Informative and Persuasive speeches. You will have 5 points deducted from your final score for every missed day of required peer evaluations.

Quizzes Every day that reading is assigned, you may be subjected to a reading quiz. The quizzes will assess your comprehension of the subject matter as it is presented in your textbook. Reading assignments are **DUE** on the day they are listed on the course calendar.

FINAL

Do a culture essay. This five (5) page essay will explore how **YOUR** culture affects and influences your communication with others. This is a personal essay and should reflect your individual experiences and reflections. This is not an exercise designed to explore your ethnic heritage. You should identify, discuss/describe your culture; how your culture affects the messages you communicate to others; how people from other cultures may interpret your messages; and what changes, if any, would you make in sending messages to others based on what you have learned about other cultures. You **may** also want to discuss how you have been receiving the speeches/messages from other students in the class whose cultures differ from your own.

You may turn in your final at any time during the term. The last day that I will accept your final is on the day that we are scheduled for Finals. Please make note of the date and time that your final is due. Your final must be handed to the instructor by the student unless other arrangements have been previously made.

For your final essay I am looking for work that demonstrates depth of thought, personal examination and a cohesive response to the given assignment. If you use any outside sources – you must properly cite them and create a Reference page in APA format. Any and all errors will result in point deductions. Please take advantage of the resources available (the library and writing center) to aid you in preparing and finalizing your essay.

PLEASE DEVELOP AND SUBMIT ORIGINAL WORK FOR SPEECH 111 ASSIGNMENTS.

Self Evaluations – A typed evaluation will be due after the Narrative, Demonstrative and Persuasive speeches. All late evaluations will have points deducted and WILL NOT be accepted once the next round of speeches has begun.

I WILL NOT ACCEPT ANY ASSIGNMENTS VIA EMAIL

ALL WRITTEN ASSIGNMENTS MUST BE TYPED, USING A 12 PT “STANDARD” FONT AND DOUBLE SPACED. IF YOUR WRITTEN ASSIGNMENT IS MORE THAN ONE PAGE THEN IT MUST STAPLED. I WILL NOT ACCEPT WORK THAT HAS NOT BEEN STAPLED.

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**COMM 111
PROPOSED COURSE CALENDAR TR**

- Week 1 3/31 Hey what's up? Who are you? Is this class hard? What is expected?
Communication Model - Factors that Affect Communication **Chapters 1 & 2**
Apprehension
4/2 Pre term Assessments with calculated scores pgs 331-332 & 335-336;
Storming Brains pgs 345-346 –bring to next class
- Week 2 4/7 Introductory Speeches **Chapters 3 & 5**
4/9 Public Speaking-Listening **Chapter 4**
DUE: Body Building, Introduction, Final Thoughts pgs 347 -352; Do these for the Informative Speech Topic
- Week 3 4/14 Narrative Speeches **Chapters 8 & 9**
4/16 Informative Speaking, Delivery, Presentation/Visual Aids **Chapters 6, 10 & 11**
DUE: Clothes pgs 339-340, Power Point pgs 363-364
Complete Practice Exercise pg 353
- Week 4 4/21 Info or Demo Speech presentations w/final Full Sentence Outline& Bibliography
4/23 Info or Demo Speech presentations w/final Full Sentence Outline& Bibliography
- Week 5 4/28 Info or Demo Speech presentations w/final Full Sentence Outline& Bibliography
4/30 Transitions and Outlines **In Class Activity pgs 355-362**
- Week 6 5/5 Persuasive Speaking, Pathos, Ethos, Logos, Research Review **Chapters 2 & 9 Review**
DUE: Online tutorial & APA pgs 341-344; Monroe's Motivated Sequence for Persuasive topic, pgs 367-368
5/7 Audience Analysis **Chapters 7 & 12**
- Week 7 5/12 Impromptu Speeches
5/14 Sample Speeches
- Week 8 5/19 Persuasive Speech Presentations w/final Full Sentence Outline, Bibliography & Audience Analysis
5/21 Persuasive Speech Presentations w/final Full Sentence Outline, Bibliography & Audience Analysis
- Week 9 5/26 Persuasive Speech Presentations w/final Full Sentence Outline, Bibliography & Audience Analysis
5/28 Persuasive Speech Presentations w/final Full Sentence Outline, Bibliography & Audience Analysis
- Week 10 6/2 Make- up Speeches...**Must be Approved by Instructor** **Chapter 13**
DUE: Critique pgs 365 -366 & Post term Assessments pgs 333-338
6/4 Epideictic Speech presentations
- Week 11 6/9 FINAL PAPER DUE between 12:30 – 1 PM – No late papers will be accepted!!!**

It is YOUR responsibility to WITHDRAWAL from the course should you no longer wish to attend. If you stop attending the class and do not officially withdrawal, an "F" will be submitted as your grade.