

# Syllabus for Public Speaking 1315.3

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Spring 2011

January 18 – May 13, 2011

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Office: Jack Rodgers Fine Arts, Room 100

Classroom: Fine Arts, Room 216

**TEXT:**        **The Art of Public Speaking** by Stephen Lucas (10<sup>th</sup> edition)

**COURSE DESCRIPTION:** SPCH 1315 is a three hour course in which students will learn to apply communication skills toward a specific audience. Organization of ideas, the persuasion process, and audience analysis are components of the course objectives. The student will demonstrate these objectives through prepared messages using appropriate verbal and nonverbal techniques.

**LEARNING OUTCOMES:**

- Students will learn core concepts of professional speech.
- Students will demonstrate their knowledge of public speaking.
- Students will evaluate communication skills used in speaking.
- Students will learn skills to improve their ability to listen.

**COURSE GOALS/OBJECTIVES:**

Upon successful completion of this course, the student will be able to:

- Organize and effectively present ideas.
- Appreciate the significance of effective oral communication.
- Employ listening behaviors that promote accurate message reception and critical thinking.
- Select language appropriate to the audience, purpose, and context.
- Understand and more effectively respond to communication apprehension.
- Demonstrate the ability to organize presentations to promote audience comprehension.
- Use sound reasoning and appropriate supporting materials in oral presentations.
- Use appropriate language and effective delivery techniques in oral presentations.

**Prerequisites/Co-requisites – None**

**SCANS: 5, 6, 9, 10, 11**

**GRADES:**    Mid-term Exam 15%  
                  Final Exam 15%  
                  Speeches (ascending percentages) 40%  
                  Class assignments, Listening skills & Daily Tests 10%  
                  Attendance 10%  
                  Class Participation 10%

*Mid-term and Final Exams* will cover chapters from the text, class notes, and videos. *Daily Tests* – Students will be responsible for reading assignments. If the student is absent, no make-up test will be given, and a grade of “0” will be assigned for any unexcused absence. Speeches must be made up even if points are deducted.

**ATTENDANCE: Attendance is expected and critical in PS 1315.**

***Points are deducted for each unexcused absence.*** The deductions can have a deleterious effect on the final course grade. Attendance grades begin with a 95 with five points deducted for each unexcused absence. If there are no unexcused absences the grade becomes 100.

**Listening is as important as speaking.** Your presence is needed!

**Be on time!** Three tardies will be counted as an absence. The instructor will consider legitimate absences on an individual basis. Some form of documentation may be required for certain hardships and legitimate emergencies. Wait in the hall until you hear applause after a speech if students are speaking. If the instructor is speaking, enter the classroom unobtrusively as possible. Be courteous. Turn off pagers, cell phones, and texting devices while in class.

**Drops:** You must drop yourself, if the need arises. Instructors may not drop you.

***Notify the instructor as soon as possible if you are unable to attend class.***

A new job or change of your work schedule will not be considered as a legitimate excuse.

Students participating in O.C. athletics or other extra-curricular activities should meet privately with the instructor to arrange for making up assignments before missed classes.

**NOTE: If you have *no absences or incomplete work* and are satisfied with your grade average, you may be excused from the final exam.**

**MISSED ASSIGNMENTS:** There will be no make-up speeches or exams without a legitimate, documented excuse for the absence. Students with an unexcused absence on the day of speeches or exams will receive the grade of “0” for those assignments.

**PARTICIPATION: Class participation is important!** Students are expected to take part in class discussions following lectures, videos, or speeches. Being unwilling to participate or being unprepared will result in points lowered from that area of the grade.

**PLAGIARISM / CHEATING:** Plagiarism, cheating, and/or any other form of academic dishonesty will not be tolerated. Refer to Odessa College Student Handbook for appropriate penalties.

**SPEECHES:** Each speech topic must be approved by the instructor. *Also, for each missing item on speech day, ten points will be deducted from the student's speech presentation grade.*

**SPECIAL ACCOMMODATIONS:** Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 432-335-6861 to request assistance and accommodations or e-mail Becky Rivera Weiss at [brivera@odessa.edu](mailto:brivera@odessa.edu)

#### **LEARNING RESOURCE CENTER (LIBRARY)**

The library, known as the Learning Resource Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and data bases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

#### **STUDENT E-MAIL**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odesssa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College E-mail.

#### **STUDENT PORTAL**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail>. All assignments or correspondence will be submitted using your Odessa College E-mail.

Technical Support for Blackboard username and password help and for help accessing your online course availability and student E-mail contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

Important School Policies for information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Handbook.

## Speech Information

**Introductions:** Introduce a classmate to the rest of the class. Memorize names and faces.  
Value 1

**Two Item Speech:** Use two items in a speech that reveal something about you. Bring the items to class and describe their importance to you. Suggestions: caps, pictures, awards, trophies, tools, watches, glasses, pottery, stemware, toys, stuffed animals, dolls, sports equipment. This speech is two to four minutes long. *Please, no cell phones or keys!*  
Value 1

**Narrative Speech:** Give a short 2-4 minute speech telling us about something that happened to you, or you may use another person's experience. In either case tell it as a story. Focus on the audience! No reading, please.  
Value 1

**Demonstration:** 3-5 minute speech that demonstrates "how to do something," showing the actual process (or simulation thereof) to the audience, with visual aids. **Do not read the speech!** Timed Speech. Value 3

**Informative:** 3-5 minute information-giving speech on topic describing an event, person, object, process, concept, or issue chosen by the student, visual aid, outline, word-for-word speech in MLA format, five (5) outside sources (research required) with an MLA formatted works cited page, a typed preparation outline along with a topic outline on cards for the student to use during speech. A visual aid is required. **Do not read the speech!** This speech will be timed with a stop watch. Value 5

**Persuasive:** 4-6 minute persuasive speech, topic chosen by student, use of Problem-Solution or Monroe's Motivated Sequence format, word-for-word speech in MLA format, five (5) outside sources (research required) with an MLA formatted works cited page, a typed preparation outline, and a topic outline on (3x5)note cards for student used during the speech. A visual aid is required. **Do not read the speech!** Timed with a stop watch this speech has a value of 6.

**Special Occasion Speeches:** Everyone will present a 2-3 minute speech of introduction a speaker at a meeting or banquet. We will also present a toast to bride and groom at a wedding reception. We will do other speeches such as commemorative speeches as time permits. Special Occasion speeches value of 2 each.

**Group Presentations:** You will be assigned a group which will explore some area Problem. Each person will present a facet of that problem in a panel discussion to the class. The class will “grade” individuals and groups. The instructor will compile the grades and add comments as needed.  
Value 3

**Infomercial:** Provide a video or give a live presentation selling an item *not* currently on the market. Include cost, availability, place of purchase, logo, sales slogan, and a visual aid (model/picture) of the product. This speech is limited to to less than two minutes. Enjoy yourself on this one. Have fun! Value 3

**Special Notes:**

- Grades for speeches are based on how well a student meets assignment specifications.
- Type (double-space) all submitted work using the MLA format for the Works Cited page. Please use two spaces between sentences.
- **Avoid offensive, inappropriate language, or innuendo.**

**Supplies Needed:**

- **Text and Handouts**
- **3x 5 index cards (for speeches and critiques of classmates)**
- **Purdue MLA format:**  
<[http://owl.english.purdue.edu/handouts/print/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/print/research/r_mla.html)>.

## Assignment Schedule

*(All assignments should be read before class.)*

	<i>Week One—The importance of Public Speaking</i>
Jan 19	Course and student introductions. The history of public speaking. Materials covered in Chapters 1 and 2.
	<i>Week Two—Ethics in Public Speaking</i>
Jan 24	Ethics Chapter 2. Read appendix: “Giving First Speech”
Jan 26	Two-Item Speeches. Bring cards for critiques.
	<i>Week Three—Selecting a Topic and Purpose</i>
Jan 31	Read Chapters 3 & 4. Listening and Topic/Purpose
Feb. 2	Narrative Speeches. Bring cards for critiques.
	<i>Week Four—Audience Analysis and Demographics/ Supporting Ideas</i>
Feb 7	Read Chapter 5. Demographics discussion.
Feb 9	Read Chapters 6, 7, & 9. Supporting Ideas along with Beginnings

and Endings.

*Week Five—Organization and Demonstrations*

- Feb 14 Demonstration Speeches. Bring cards for evaluations.  
Feb 16 Informative Speaking/Organizing the Body of the Speech . Read Chapters 14 and Chapter 8.

*Week Six—MLA Format and Cultural Differences*

- Feb 21 MLA Handout. Go over rule changes and correctly formatted Paper. Begin “American Tongues” video.  
Feb 23 Complete Video. Discuss cultural differences, dialects.

*Week Seven—Importance of Outlining, Polishing, & Editing*

- Feb 28 Mid-Term Exam. Covers Chapters 1-9 and 14  
Mar 2 Read Chapters 10, 11, and 12. Outlining, Delivery, & Editing

*Week Eight—Presenting Informative Speeches*

- Mar 7 Read Chapter 13. Effective visual aids including Power Point.  
Mar 9 Informative Speeches. Peer/instructor critiques.

SPRING BREAK—MARCH 14 - 20

*Week Nine—Persuasive Techniques*

- Mar 21 Read Chapters 15 and 16. Speaking to Persuade/Methods of Persuasion.  
Mar 23 Persuasive Model – Barbara Bush video. Check persuasive speech Works Cited pages.

*Week Ten—Persuasive Speeches*

- Mar 28 Presentation of persuasive speeches. Instructor and peer critiques.  
Mar 30 Conclude persuasive speeches.

*Week Eleven—Special Occasion Speeches*

- Apr 4 Read Chapter 17. Special Occasion Speeches.  
Apr 6 Present a toast and a speech of introduction at a banquet.

*Week Twelve—Special Occasion Speeches/Small Group Work*

- Apr 11 Speech of presentation to an award recipient.  
Speech of acceptance.  
Apr 13 Read Chapter 18 – Speaking in Small Groups.

*Week Thirteen—Focuses on Small Group Work*

- Apr 18 “Man on the Moon” exercise. Groups decide on a problem to Explore and to research. Division of labor with exchange of e-mails and phone numbers. Decide on meetings.  
Apr 20 Show group material found. Groups work together in class.

Instructor checks on assigned responsibilities and assists with suggestions if there is a problem finding material.

EASTER HOLIDAY begins April 22

*Week Fourteen—Small Group Presentations*

Apr 25 Last chance to change anything before presentation!  
Apr 27 Panel presentations with critiques by instructor and peers.

*Week Fifteen—Small Group and Infomercials*

May 2 Complete Small Group Panel Presentations  
May 4 Infomercials and any remaining makeup speeches.

*Week Sixteen—Final Exam Week*

See the posted schedule for the times of your test. You must take your test at the designated. It will be in this room.

**Check the exam schedule for your particular class. The final exam is comprehensive—all the book and notes.**

**Bring a # 2 pencil and a Scantron (100)**