

Skyline College
Speech 100 Public Speaking AX/AH CRN: 85004/89182
Fall Semester 2009

(Monday-Wednesday-Friday 9:10 – 10:00 a.m.)

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Textbook:

Irigoyen, F. (2009). *Public Speaking: Your Pathway to Success* (1st Edition).
Dubuque: Kendall Hunt Publishers

Scantrons: Three half-sheet green scantrons, Form No. 882-E.

COURSE DESCRIPTION AND OBJECTIVES

Recommended: Eligibility for ENGL 836. Study and practice of basic principles of effective oral communication. Research, preparation, and extemporaneous delivery of various types of speeches. Analysis and evaluation of oral, public communication is also included, relevant social issues may be examined. Transfer: UC; CSU (A1) CAN SPCH 4.

At the completion of this course, you will be able to do the following:

- ◆ Select a subject and develop a purpose for a speech
- ◆ Analyze an audience
- ◆ Research a topic
- ◆ Formulate a thesis and major propositions for a speech
- ◆ Develop an outline to organize your presentation
- ◆ How to develop the appropriate wording for your presentation
- ◆ Construct a conclusion, introduction, and transitions for a speech
- ◆ How to practice and rehearse your delivery for proper pronunciation

Grading (Final Grading is on a straight scale and percentages are rounded down.)

A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (Below 59%)

Attendance/Participation 10%

Special Occasion Speech 10%

Speech to Inform 15%

Speech to Persuade 20%

Mid-term Exam 15%

Second Mid-term Exam 15%

Third Mid-term Exam 15%

Speech Requirements

Topics need to be approved by the instructor *prior* to delivering your presentation. There will be a required due date for all topic selections, if a topic is not turned when assigned your final grade for the assigned speech will be lowered by 5%. If you decide to change your topic *after* your topic has been approved, your final grade for the assigned speech will be lowered by 5%.

Each speech will have a specified time requirement to be determined by the instructor.

Each speech will require a complete sentence outline and will be turned in at the time you make your speech. If you do not have your outline ready, you will earn a zero for the assignment. So print 2 copies of your outline, one for you and one for me.

Attendance will be taken immediately at the appointed hour, and is mandatory on speech days. When I take roll and you are not present you will be considered absent.

During speech presentations, attendance will be taken immediately at the appointed hour of class. If I call on you and you are not ready or not present you will earn a zero for the assignment.

If you have presented your speech and you do not attend class during presentations, your score will be lowered by 5% each day you miss.

The informative and persuasive speech will require a list of references using MLA format, which will be attached to the end of your outline. A book, magazine, newspaper, academic journal, and a field study (in-class audience survey) are required for the informative and persuasive speech.

All speeches will be delivered extemporaneously, and *not* read to the class. This is a public speaking class and *not* a public reading class.

All materials turned in must be typed or word-processed, not having materials typed will result in a zero for the assignment.

Class Schedule

Week	Date (Week of)	Topics
Week 1	August 17	Introductions/Course Overview
Week 2	August 24	Ch 1 Positive Mental Attitude Ch 2 Stage Fright
Week 3	August 31	Ch 4 Know Your Purpose and Select Topic
Week 4	September 7	Ch 13 Speaking at a Special Occasion
Week 5	September 14	Ch 8 Organizing and Outlining a Speech
Week 6	September 21	Ch 8 Organizing and Outlining a Speech Exam 1 (Chapters: 1,2,4,13, & 8)
Week 7	September 28	Special Occasion Speech
Week 8	October 5	Ch 14 Speech to Inform Ch 5 Audience Focused Activity
Week 9	October 12	Ch 6 Data Gathering
Week 10	October 19	Ch 7 Supporting Your Ideas Ch 3 The Multicultural Component to Public Speaking
Week 11	October 26	Exam 2 (Chapters: 3, 5, 6, 7 & 14) Speech to Inform
Week 12	November 2	Speech to Inform
Week 13	November 9	Ch 9 Introductions and Conclusions
Week 14	November 16	Ch 15 Speech to Persuade Ch 16 Techniques of Persuasion Ch 10 Delivery
Week 15	November 23	Ch 11 Language Ch 12 Visual Aids
Week 16	November 30	Exam 3 (Chapters: 9, 10, 11, 12, 15, & 16) Speech to Persuade
Week 17	December 7	Speech to Persuade
Week 18	December 14	Speech to Persuade

* The above schedule and procedures in the course are subject to change in the event of extenuating circumstances.

Description of Required Speech Presentation Assignments

Introductory Speech

2 Minute speech of self-introduction

The speech should be delivered extemporaneously from brief set of notes. You are not to read your speech and should use as much eye contact as possible.

In their speeches, students begin by telling their name, home town, year in school, and academic major. They may focus the remainder of the speech however they wish on describing an unusual or significant personal experience, on expressing an important personal belief or pet peeve, on explaining a favorite hobby or interest, on discussing someone who has been particularly influential in the speaker's life, etc.

The purpose of the speech is not to persuade the audience to share the speaker's views, but to give the audience insight into the speaker's background, personality, attitudes, or aspirations.

Since the purpose of the speech is to give students a brief, initial exposure to speaking in front of an audience in a situation of minimal risk. I do not affix a grade to the introductory speech.

Speech Special Occasion 10%

A five-minute entertaining the audience (Introduction, Commemorative, After-Dinner, Presentation, Acceptance, etc.).

The special occasion speech requires a complete sentence outline, due at the time you do your presentation. You will be delivering your special occasion speech extemporaneously. Further descriptions of the rules are shown above in the Speech Requirements section of the syllabus.

Speech to Inform 15%

A speech 6 to 8 minutes in length informing the audience about some object, process, concept, or event.

The speech to inform requires a complete sentence outline, due at the time you do your presentation. You will be delivering your speech to inform extemporaneously. Library research is required for this speech. Further descriptions of the rules are shown above in the Speech Requirements section of the syllabus.

Speech to Persuade 20%

A speech of 8 to 10 minutes designed to persuade the audience for, or against, a question of policy, fact, or value. Speakers may seek either passive agreement or immediate action

from the audience, though they should be encouraged to seek the latter if there is appropriate action for the audience to take. This speech will require considerable research and skillful handling of the methods of persuasion. The speech to persuade requires a complete sentence outline, due at the time you do your presentation.

As in any persuasive speech, you need to explain ideas clearly and to think about ways to relate the topic to the audience. You may be encouraged to use a visual aide, but you are not required. Delivery of the speech is to be extemporaneous. Library research is required for this speech. Further descriptions of the rules are shown above in the Speech Requirements section of the syllabus.

Students will be Evaluated on Six Aspects of Each Public Speaking Assignment

1. Outlining

Students will be evaluated on the organization of and content of printed complete sentence speech outlines. In addition, crafting an accurate specific purpose and central idea for the assigned speech. The correctness of the student's number and lettering framework of a preparation outline. In addition to the other rules of outlining discussed in class.

2. Introduction

Did the student adequately gain the attention of the audience, introduced the topic clearly, related topic to the audience, established credibility, and preview the body of the speech.

3. Body

Students will be evaluated on the depth and quality of research, clarity of main points, and suitable support of those main points, while organized effectively. Moreover, the evaluation of language must be accurate and appropriate. An appropriate bibliography must be included (MLA Format).

4. Conclusion

Did the student adequately prepare the audience for the ending of the speech, and reinforce the central idea.

5. Delivery

The components of delivery that are evaluated are the quality of eye contact, avoiding distracting mannerisms, articulation, pauses, vocal variety, volume, rate of speech, visual aids, gestures, and overall enthusiasm for the speech.

6. Audience Analysis

I will evaluate the student's use of class demographics, and tailoring his/her message specifically to the given class.

Class Procedures

I will lecture only on selected materials, but you are responsible for all concepts and definitions covered in the assigned readings. You should complete assigned readings and exercises BEFORE coming to class and ask questions about anything you do not understand. To facilitate discussion of course materials and exercises, you should bring your text and workbook to class each day.

In coordination with the DSPS office, reasonable accommodations will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSPS office at 650.738.4280

Professionalism/Etiquette

In-Class Conduct

As a Professor at Skyline College, I am dedicated to providing the best possible learning environment to prepare my students for a positive educational experience. In order to facilitate this goal, students will be expected to conform to generally accepted notions of professionalism that typically would be observed in the academic/professional world. The following represents an illustrative, but certainly not exhaustive, list of appropriate/inappropriate conduct in my classes, to which you explicitly agree upon remaining enrolled in the class. Failure to conform will be grounds for appropriate action, including but not limited to expulsion from the classroom and a failing grade in the course.

Homework and any other graded work are due at the beginning of class on the due date. Homework not turned in within 5 minutes of the scheduled start of class will not be accepted. All homework and other work shall be typed or word-processed double-spaced on 8&1/2 x 11" paper using 12 point font and 1" margins all around (you would not turn in hand-scribbled notes at work, nor would you turn in reports or projects late or incomplete; the same will be true here). Work that is not typed will not be graded. It is recommended that you make copies of all assignments, including homework exercise, before submitting them. It protects you from accidental loss on my part and allows you to continue working while the assignment is being graded.

In the spirit of helping you succeed, please remember that you are not alone in your academic endeavors. Skyline College has numerous support services such as the Computer Writing Center, the English Assistance Lab, the Library, and numerous other student services for you!

Students shall refrain from any and all disruptive conduct, such as carrying on private sidebar conversations with classmates, during class. Please refrain from reading materials or doing homework unrelated to class during our sessions. **Students shall turn off all electronic devices before entering class.**

There are no make-ups for missed or late quizzes, exams, papers, or other class exercises. In addition, there are no extra credit opportunities in my class. If you expect outside obligations to keep you from engaging fully in all class activities, you should drop the course and take it some other time.

Students are expected to communicate with the instructor on individual matters outside of class primarily during scheduled office hours, through email, by phone, or by appointment as necessary. Students should refrain from distracting the instructor with individual matters immediately before class while the instructor is setting up, or from slamming closed books and notebooks just before the announced end of class, as this detracts from the instructor's ability to function effectively for the class as a whole, and to begin and end class in a timely manner.

Attendance/ Participation

Please bear in mind that merely *attending* class does NOT mean that you are *participating*. Participating means that you are actively talking and actively listening.

Attendance means you are expected to attend all class sessions, arrive on time, and stay for the full class period. You are responsible for all lessons, cases, group work, and class discussions that occur during each class day. Students shall arrive in class on time, prepared to begin promptly at the appointed hour. I take attendance at the beginning of the appointed hour. If I call you and you do not respond, I will consider you absent from the session. Students should plan ahead with regard to traffic, parking, etc., to do so.

Absences are considered excessive when the student has been absent twice the number of clock hours that the class meets during a week and may be dropped by the instructor.

If you decide that this class is not for you, it is your responsibility to drop yourself from the class with admissions and records. If you do not handle your responsibility you will receive an "F" in the class.

Participation means that you honor your classmates and professor, by listening respectfully as another talks, and by behaving in a professional manner. Your active involvement in class and group discussions is also part of your participation grade, as well as part of your educational growth. Here are some criteria for positive participation: raising good questions during class discussions; effectively answering questions raised by students or the professor during class discussions; facilitating during in-class exercises (encouraging less active members to participate); and actively participating during in-class exercises (for example, contributing ideas, explaining why your analysis applies course concepts appropriately, etc.).

Voluntary participation is encouraged; however, I will randomly call on students as well, especially those who do not participated voluntarily. It's your choice. Volunteer and choose when to contribute (i.e., when you know the material or have something of value

to share), or let me choose for you! In either case, thoughtful study of assigned readings and preparation of homework exercises before coming to class will ensure that you are ready to contribute.

Exams

Examinations have 40 to 100 questions and are based on the textbook. Many questions are about terms/concepts and the application of those terms and concepts. Exams will be of the true/false, matching, multiple-choice and essay type. The multiple choice type, where you will select the *one best answer* from the alternatives. The correct answer will be judged according to the information given in your textbook. Think of multiple choice questions as a process of eliminating wrong answers and then choosing the one best answer. All examinations will be closed book.

NO MAKE-UP EXAMS WILL BE GIVEN/NO LATE WORK WILL BE ACCEPTED WITHOUT PRIOR APPROVAL OF THE INSTRUCTOR

Bring a half-sheet green scantrons, Form No. 882-ES, and number two pencils with erasers to each exam.

Quizzes

There may be quizzes randomly given, during the semester. The quizzes will cover the material presented in the text.

Academic Integrity

Do not cheat! Do your own work. Examples of dishonest cheating include: handing in plagiarized work done by someone else as if it was your own, talking to another student during an exam or quiz, looking at another student's paper in an exam, showing your paper to someone else in an exam, trading exam papers, or using unauthorized books or notes in an exam. Cheating is a serious offense and is not tolerated in this class. If you are found cheating it is my policy to immediately assign you an "F" for the entire class, and to attach a dishonesty report to your file. If one of your classmates asks you to cheat, do not do it. Helping another student to cheat is a very serious offense. A person asking you to cheat is not your friend-tell your instructor immediately, before they get *you* into trouble.

Please refer to the Skyline College catalogue regarding academic integrity.

Late Work

No late work will be accepted. Students are expected to have completed their assignments before coming to class. All assignments are due at the beginning of class. If you are going to be absent you may turn in any work EARLY with my consent.