

**Lindsey Wilson College, Fall 2013**  
**Public Speaking, COMM 2103**  
**MWF 10:30-11:20, Turner 107**  
**Pathways Learning Community**

**Instructor:** Jennifer Furkin

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**Office Location:** Everett Building, Office 105

**Office Hours:** See last page of syllabus

**Text:** *Speak* by Verderber/Sellnow/Verderber

Note: Students are expected to complete *every* reading assignment. Failure to do so will deter students' ability to succeed in this class.

**Course Description:** A study of public speaking, focused primarily on the construction of speeches. The course includes introductions to audience analysis, persuasion, and delivery techniques. An additional focus includes developing appropriate listening behaviors. There is a strong emphasis on attendance.

**Communication Program Mission Statement:** *The mission of the Communication Program, consistent with the stated mission of the college, is to prepare students for effective and ethical leadership in human affairs and to provide solid foundations for a variety of professional careers, by helping students to become more competent communicators.*

**Student Learning Outcomes for Communication Graduates:**

- I. Demonstrate understanding and application of the transactional communication process in his/her work and life.
- II. Demonstrate an ability to use critical thinking as it relates to communication.
- III. Demonstrate an understanding of successful communication in human-interpersonal relationships.

**Technology Policy:** Basically, don't let any technology impede on the learning of you or your classmates. No tolerance for class disruptions.

**\*\*A note on ear/headphones—**Students must remove all ear/headphones prior to class beginning.

**Tobacco Use:** Absolutely under no circumstances are any tobacco products allowed to be used in my classroom. Students will be told to leave if caught breaking this rule.

**Course Objectives:** To develop public speaking competencies through intensive application of theory to practice; in particular, to work toward consistent, progressive fulfillment of the criteria listed in the *Prime Directives of Public Speakers*. This objective relates to General Education Program Basic Competency # 1, with emphasis on the oral communication components: "Demonstrate college level competency in reading and writing and communicating effectively by speaking and listening in English." – *Lindsey Wilson College 2001-2001 Catalog*, p. 65. It is also related to NCTE National Standard 2: Knowledge of English Language Arts— the program prepares English language arts teachers who are knowledgeable about...oral and written composition: and to New Teacher Standards I-IX.

**Upon completion of this course, a student should be able to:**

1. Research, organize, and deliver a public speech.
2. Present informative and persuasive speeches.
3. Select and employ audiovisual aids for speaking assignments.

4. Handle normal speech apprehension.
5. Engage in active listening behavior.
6. Formulate an ethical framework for the development of speeches.
7. Know how to present messages in special circumstances such as ceremonial occasions and group discussions.

### Student Learning Outcomes

The learning outcome specific to the study of public speaking is that students will demonstrate the ability to effectively prepare and deliver a public speech appropriate to the audience and situation. This includes the ability to do the following:

- Identify the major purposes for public speaking.
- Demonstrate the ability to select topics, conduct research and prepare outlines and notes for speaking purposes.
- Research, organize and deliver public speeches, specifically those that intend to inform, commemorate, and persuade.
- Use critical thinking skills to evaluate supporting materials.
- Effectively select and utilize audiovisual aids to enhance and complement a presentation.
- Demonstrate active listening behaviors.
- Formulate an ethical framework for the development of speeches.
- Demonstrate evaluation skills through critical appraisal of speech presentations.
- Demonstrate overall understanding and application of public speaking terminology and applications covered in the text through successful completion of tests utilizing a standardized multiple choice test bank.

### Grading Components:

Point Value	Component
375	Speeches (4)
150	Preparation Outlines (3—50 points)
75	Speaking Outlines (3—25 points)
100	Activity Points
200	Attendance & Participation
100	Online assignments
<b>1000</b>	<b>Total points</b>

### GRADING SCALE

	A 93% - 100%	A- 90% - 92%
B+ 87% - 89%	B 83% - 86%	B- 80% - 82%
C+ 77% - 79%	C 70% - 76%	
	D 60% - 69%	
	F Below 60%	

**Speeches:** There will be four primary speaking assignments: Icebreaker, Commemorative, Informative, and Persuasive. Refer to the last page of the syllabus for a description and point value of each speech. These assignments will be graded based on the criteria described in lectures. The evaluation sheets will be posted to Blackboard for each student to review before the speeches. Speeches are considered oral tests, which mean that students should take each one seriously.

### SPEECH OUTLINE:

There are two types of outlines that will be discussed in class—preparation and speaking. A total of six outlines will be turned in to the instructor by the end of the semester. Students must turn in both types of outlines for the commemorative, informative, and persuasive speeches. These are due on the day the speech is delivered. *No late outlines will be accepted. No exceptions!!*

**TIME LIMIT:**

Depending on the speech, points will be deducted for time under and over the time limits. See the speech page of the syllabus.

**SPEAKING GUIDES:**

Students will use note cards OR speaking outlines to deliver each speech. Students must follow the guidelines outlined by the instructor for the outlines/note cards in order to receive credit.

**Activity Points:** There will be several opportunities throughout the semester to earn activity points. They are announced in class and not on the syllabus. Examples of activities include but are not limited to impromptu speeches, group work, discussion boards, and homework assignments. If an activity is completed during class time, it CANNOT be made up.

**Exams:** There are no written exams in this course. Speeches gauge retention of information. The persuasive speech takes the place of the final exam. This speech should be the culmination of all the techniques and elements discussed throughout the course.

**Online Assignments:** There will be 10 online assignments on Blackboard throughout the year. These will be announced in class.

**Extra credit opportunities:** If students attend speaking events, he/she can do a one page (typed, 12 point, arial font, double spaced) write up on the speaker. Students must include the various public speaking elements that have been discussed in class. Students need to ask the instructor if the event would be considered applicable to the assignment. If permission is not obtained, the instructor can choose not to award credit.

# Students Success and Class Attendance:

Promptness to all class meetings is important because attendance is required to be successful in this course. Let me be clear, absences and tardiness WILL directly impact a student's grade in a negative manner. If you foresee a problem with this meeting time because of personal, athletic, school, or other obligations, I urge you to drop this course and get into a section that works better for your schedule.

There are a total 200 points possible for attendance and participation and for each absence and/or tardy you will be losing points.

Each absence=5 point deducted

Each tardy=1-5 points deducted (discretion of the instructor)

If you are attending a school sponsored event, you must contact me via email or talk to me in class PRIOR to your absence in order to not have points deducted and to make up any work. The coach's email will not cut it. YOU must contact me about YOUR absence.

I encourage you to contact me prior to any absence/tardy if possible (true emergencies don't count here) to ensure you are aware of what you missed. And yes, you will miss something every day that you don't come to class. So don't ask me the question, "Did I miss something?" because I won't answer that question. EVER. Period. Don't rely only on classmates to update you on the missed class. Play it safe and talk to me. They may not give you all you need to know. Now on to Makeup work...

**Makeup Work Policy:** Students are expected to initiate conversation about all make-up work he/she must complete, which means that I will not come to you about missed work.

**Speech:** All speeches will be assigned an order no later than the class prior to the speech series beginning. If a student misses the day the speech order is set, it is his/her responsibility to contact me and find out the order. The student may lose **20 percent** of the speech grade in the event of a missed speech day at the discretion of the instructor. If a student does not make-up the speech in the 2 day period after the speech series is complete, he/she will receive a zero on the speech and the outlines. Note: A student must complete the Persuasive Speech or a grade of F will be assigned to the student.

**Activity Points:** Any assignment completed in class for activity points cannot be made up.

**Online Assignments:** All online assignments must be completed by the announced due date. They cannot be made up.

### Tentative Schedule

**NOTE:** The following schedule will be a guide for how the course will progress. Not all activities included in the course are listed. This is tentative and is subject to change at instructor's discretion.

DATE	ACTIVITIES	REMINDERS
8-21	Course Introduction	
8-23	Course Introduction	
8-26	CH 1, 2, 12	
8-28	Continue	
8-30	ICEBREAKER SPEECH	SPEECH DAY
9-2	NO CLASS	LABOR DAY HOLIDAY
9-4	ICEBREAKER SPEECH	SPEECH DAY
9-6	CH 4	
9-9	Continue	
9-11	CH 5	
9-13	Continue	
9-16	CH 7	
9-18	Continue	
9-20	CH 8	
9-23	Continue	
9-25	CH 10	
9-27	Continue	
9-30	CH 11	
10-2	Continue	
10-4	COMMEMORATIVE SPEECH	SPEECH DAY
10-7	COMMEMORATIVE SPEECH	SPEECH DAY
10-9	COMMEMORATIVE SPEECH	SPEECH DAY
10-11	Mid Term Recap Activity	
10-14	CH 6, 12	
10-16	CH 3	
10-18	<i>Meet in Library computer lab for class</i>	
10-21	CH 9	
10-23	Continue	
10-25	INFORMATIVE SPEECH	SPEECH DAY
10-28	INFORMATIVE SPEECH	SPEECH DAY
10-30	INFORMATIVE SPEECH	SPEECH DAY
11-1	INFORMATIVE SPEECH	SPEECH DAY
11-4	Ch 13, 14	

11-6	Continue persuasion	
11-8	Continue persuasion	
11-11	Continue persuasion	
11-13	Continue persuasion	
11-15	Continue persuasion	
11-18	Continue persuasion	
11-20	<b>PERSUASIVE SPEECH</b>	<b>SPEECH DAY</b>
11-22	<b>PERSUASIVE SPEECH</b>	<b>SPEECH DAY</b>
11-25	<b>PERSUASIVE SPEECH</b>	<b>SPEECH DAY</b>
11-27	<b>PERSUASIVE SPEECH</b>	<b>SPEECH DAY</b>
11-29	<b>NO CLASS</b>	<b>Thanksgiving Holiday</b>
12-2	<b>PERSUASIVE SPEECH</b>	<b>SPEECH DAY</b>
12-4	<b>PERSUASIVE SPEECH</b>	<b>SPEECH DAY</b>
12-6	<b>PERSUASIVE SPEECH</b>	<b>SPEECH DAY</b>
<b>TBA</b>	<i>Final Examination Week December 9-13</i>	

## Speeches

### Icebreaker Speech

**2-3 minute speech worth 50 points**

Your first speech assignment is to create a Me-Shirt speech. This is an icebreaker speech designed to allow students to get to know each other in a short, fun format.

**\*\*Up to every 10 seconds your speech is under or over the time limit, you will lose 1 point.\*\***

### Commemorative Speech

**3-5 minute speech worth 75 points**

**Must turn in Preparation and Speaking Outline**

This speech pays tribute to a person, a group of people, an institution, or an idea.  
(Paying tribute means to honor, praise, and/or celebrate.)

**\*\*Up to every 10 seconds your speech is under or over the time limit, you will lose 1.5 points.\*\***

### Informative Speech

**4-6 minute speech worth 100 points**

**Must turn in Preparation and Speaking Outline**

**Must use 2 credible sources and turn in a bibliography**

**Must use a visual aid (Powerpoint Presentation or Prezi Presentation) during speech**

This can be about an event, concept, process, or object related to a career. Pick a topic that interests you and will interest the audience. There are no limits on the topic choices, but just remember, this is NOT a persuasive speech, therefore no opinions or beliefs (points will be deducted).

**\*\*Up to every 10 seconds your speech is under or over the time limit, you will lose 2 points.\*\***

### Persuasive Speech

**7-9 minute speech worth 150 points (considered Final Exam)**

**Must turn in Preparation and Speaking Outline**

**Must use 4 credible sources and turn in a bibliography**

**Must use a visual aid (Powerpoint Presentation or Prezi Presentation) during speech**

Persuade your audience toward a course of action. A rubric for this will be handed out during speech preparation days.

**\*\*Up to every 10 seconds your speech is under or over the time limit, you will lose 3 points.\*\***