

COM326: Public Speaking

2009 Summer Session J (May 18 – June 26)

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Classroom:	4 Clemens		
Class time:	Tues./Thurs. 6:30-9:40		

Introduction

Welcome to COM326! I am very excited to have the opportunity to be working with you during this summer session. COM326 is a speaking intensive class – that is to say, we will *all* be speaking in front of one another throughout the next six weeks, so throw your stage fright out the window right now. In this classroom, you’ll see and give some great speeches, some not so great ones, have success, make mistakes, have fun, get a little embarrassed at times, but above all, I’m hoping that I can help you learn ways to improve your public speaking skills.

Sampling of topics to be covered:

- Speech planning
- Outlining and organization
- Introductory, informative, persuasive and commemorative speeches
- Paralinguistics

Course objectives

Upon mastery of the content of this course, you should be able to:

1. Effectively plan, organize and deliver ideas
2. Adapt your communication according to audience purpose and occasion

Required text

The Lost Art of the Great Speech: How to Write One – How to Deliver It by Richard Dowis

It is available in the UB bookstore in the Commons. This text is *required* – while there were other more comprehensive (and subsequently far pricier) books out there on public speaking, I felt that this book would cover the material sufficiently for our needs. I will be supplementing this book with a collection of other articles and chapters from other texts throughout this course.

Out of respect for you, I have chosen to assign a book that runs about \$15 as opposed to other popular texts that run from \$100 to \$150.

Out of respect for me, I ask that you:

1. Purchase and read this book
2. Bring it to class with you every day
3. Read the other supplemental readings provided throughout the class

As we are given a limited amount of time (6 weeks – with two classes off, so really 5 weeks...) to master what is typically done over the course of 15 weeks, there will be an expectation put upon you that you will do independent reading outside of class. I am aware that many of you are working full-time jobs and taking other courses this summer. It is for this reason that I have made every attempt to plan the reading and the assignments in a way that you have no less than four days to complete reasonable tasks.

You are also given many of the readings ahead of time. If you find yourself with free time, get ahead! The texts that I have chosen are not dense tomes, and you are not expected to read in such a way that you can regurgitate it word-for-word. I am asking you to read to such an extent that you derive knowledge from the texts and can have meaningful discussions about the material in class. Please fulfill these obligations, as they are considered part and parcel of this course.

You will notice that there are five chapters that are optional on the class schedule. As an effort to encourage reading these chapters yet maintaining a flexible schedule that will suit everyone's needs, I have proposed the following *extra credit* offer: Students may read the optional chapters and submit a pre-assigned homework that shows your mastery of the material (similar in format to the standard class homework assignments). If you complete these homework assignments to a satisfactory level, you may earn *up to 2 additional points toward your final grade* for each chapter and assignment completed.

Course requirements and policies

You will need to complete all assignments satisfactorily in order to receive a passing grade in this course. Occasional written homework assignments will be used to evaluate your mastery of course content. You will speak regularly, in both spontaneous and formal styles. An outline must be prepared for three out of your four speeches and must be turned in on the day the speech is presented.

Grades: Assignments contribute to your final grade as follows:

Informative speech	20%
Persuasive speech	25%
Commemorative speech	30%
Log of student speeches (commentary as an audience member)	10%
Participation (attendance for 12 class sessions, class exercises and giving speeches)	5%
Homework assignments (3 assignments worth 5 points each)	10%

Attendance: Attendance is expected and recorded every day. Missed classes cannot be “covered” by reading the text and borrowing class notes. Attendance is required at all classes. Since one class period is equal to three periods in a regular semester, unexcused absences must, at my discretion, affect your grade. **I reserve the right to fail any student who misses four or more classes without an excellent and verifiable excuse.**

Punctuality: If you arrive after attendance is taken, you may be marked absent for the day. Please be on time. While “life happens” and accidental lateness happens to everyone (myself included) on occasion, chronic lateness is disruptive and disrespectful.

Make-up work: The nature of assignments in the class renders make-up work impossible. Therefore, plan to prepare and submit your work on time. **Speeches must be given as scheduled; failure to present a speech when scheduled will result in the penalty of failure for that speech.**

If, however, you have an unavoidable conflict or an emergency, you may make up your speech for full potential credit at the first available “day off” (see schedule) *provided you have a verifiable and documented excuse*. For example, if you attend a funeral, bring a copy of the bulletin. If you are hospitalized, bring a copy of the hospital paperwork. These are the *types* of absences that will be acceptable excuses. Excuses along the vein of “I overslept” or “I didn’t realize we had a speech” will not be tolerated.

Please note that if you miss a speech for an undocumented or unsuitable reason, *you will still be required to give the speech* but it will count instead toward the course fulfillment (giving four speeches) and will not be given a grade.

Food: Due to the late and long hours of this class, I will permit eating *during guaranteed, mid-class breaks*. Please be respectful of other students and bring food that will not be disruptive to the learning environment (e.g. foods

containing red onions and Limburger cheese are discouraged). Of course, beverages are allowed throughout the class time.

Etiquette: Please turn cell phones **off** before coming to class. Reading the newspaper, surfing the internet, text messaging, sleeping, carrying on private conversations etc., is noticed by me and by your classmates. This behavior is disrespectful, disruptive, reflects poorly on you and will definitely affect your grade. Likewise, enthusiastic, well-intentioned and relevant participation is rewarded.

Classroom condition: Please practice carry-in/carry-out when you are in the classroom – it is my request that we leave the room each evening in the condition in which we found it or better, if possible.

Respect: **Although you can expect some lively discussion in this class, students are expected to respect gender, sexual identity, race, religion, and other similarities and differences.**

Plagiarism: Plagiarism often occurs and students are regularly caught. Copying the work (in whole or in part) or borrowing the ideas of others without attribution is a serious offense and will cause you to fail a paper and possibly this class. If you are not sure whether you are leaning too heavily on someone else's ideas and/or words then it is your responsibility to check with me before you submit the work as your own.

Incompletes: The Incomplete grade may be given only to students who have (1) fulfilled the attendance requirement for the course and (2) completed all but one of the speech assignments.

Resources: For issues outside of giving speeches (study skills, counseling, special services, financial aid), the campus is equipped with many student support services. I am happy to refer you to any of these, especially if you suspect that you have a disability – physical, learning, social – which might impede your progress in the class. Do not procrastinate in seeking out help! There is plenty of help available.

Course content

Major Assignments: You will be asked to give three formal speeches in this class for a grade and one formal speech as a practice-run for no grade. Each speech *must* be accompanied by a typed outline, which will be handed to me immediately before you speak. Failure to hand in an outline will reduce your speech grade by half.

Minor Assignments: You will be asked to complete three homework assignments based on the readings (some multiple choice questions, some short answers) and participate in class activities which will include impromptu speeches on a variety of topics.

You will be asked to keep a log of your classmates' speeches which will consist of, per speech, one positive comment (required), one piece of constructive criticism (required), and one question about the speech or topic (optional). You will be given a hand-out in class on which you can jot down your thoughts while you're listening to the speech. You will then transcribe your notes onto a typed word document which you will email to me. I will copy and paste everyone's comments into one document for each speaker. This will enable you to read what others think about your speech, including praise, areas in which you can improve and any questions your colleagues may have regarding your topic or speech. This feedback will prove to be a tremendous resource!

Assignment formatting

All assignments (including speech outlines, homework assignments and speech logs) *must* be typed and presented in Times New Roman font, sized 12 point, single space, with 1 inch document margins. Assignments not presented in this format will be returned for resubmission **by the next class period** and the grade will be reduced by 25%. There are three reasons that I will be firm on this:

1. As the logs will be compiled via word processor, identical formatting on everyone's papers will create anonymity for those making comments – it is easier for me to compile the documents if they are all starting out identically formatted.
2. As I will be reading your assignments and outlines for hours on end, requesting one standard font eliminates subjective interpretations of what some people consider *artistic* and what others consider illegible.
3. Protocol and adherence to rules will be required of you everywhere you go. It is an important life skill to learn how to follow directions and still maintain your own identity through various modes of expression.

Class exercises

Class exercises are often assigned on an as-needed basis, may be spur-of-the-moment due to a particular line of discussion, or behave in other ways capriciously. *Don't miss class.* Just because an in-class assignment is not listed on the syllabus doesn't mean it won't be counted toward your grade. The in-class activities cannot be made up if missed.

Assignment policies and procedures

- Each assignment takes about a week to evaluate and grade
- Late work will take a week and a half to evaluate and grade
- Your papers' pages must be stapled together, please (not paper-clipped, origami-folded or stuck together with adhesive or chewing gum). Mini staplers and staples can be purchased at a dollar store.
- Mechanics (e.g. grammar, syntax, spelling,) will receive deductions on a cumulative basis. This course assumes that you already are competent in these areas, meaning you can recognize and fix your own writing errors. However, we will use class time to study these issues if a sufficient number of student papers demonstrate the need. Otherwise, there is help available with me outside of class or at the Writing Lab.
- Unless otherwise indicated, papers must be turned in as hard copy in class. They should not be turned in individually or online (the exception being the speech logs).

Schedule of Activities*

Dates	Topics	Assignments
T, May 19	Course introduction, gauging of audience, selecting a topic and purpose, basics of speaking; introductory speeches	<i>Self-introductory speech on 5/21- this speech is <u>not</u> for a grade; rather, it is for experience, to fulfill giving one out of your four required speeches and for us to get to know one another: DON'T SWEAT THIS DUE DATE!</i>
R, May 21	SPEAKING DAY: Self-introductory speeches (3 minutes each), chapters 1 and 2 of text will be covered in class	Read in preparation for next week: Chapter 4 from Dowis (Chapter 3 optional) Read 94-107 from Fenderson <i>26 pages of reading over 4 days</i> Homework assignment #1 due 5/28
T, May 26	Gathering materials, supporting ideas, informative speeches	Continue out of class reading and homework assigned 5/21
R, May 28	Organizing material, intros, conclusions, outlines	Read in preparation for next week: Chapters 5 and 7 from Dowis (Chapter 6 optional) Read 275-284 from Lucas <i>39 pages of reading over 6 days</i> Informative speech on 6/4
T, June 2	Day off to plan speech, counsel with instructor and do out-of-class reading	Continue out of class reading and speech assigned 5/28
R, June 4	SPEAKING DAY: Informative speeches (5 minutes each)	Read in preparation for next week: Chapter 8 from Dowis (Chapter 9 optional) <i>16 pages of reading over 4 days</i> Homework assignment #2 due 6/9
T, June 9	Intros and conclusions review, delivery, methods of persuasion, persuasive speeches	Read in preparation for next week: Chapters 11 and 12 from Dowis (Chapter 10 optional; due Tues. June 16) Read 304-316 from Lucas 13 <i>41 pages of reading over 6 days</i> Persuasive speech on 6/16
R, June 11	Day off to plan speech, counsel with instructor and do out-of-class reading	Continue out of class reading and speech assigned 6/9
T, June 16	SPEAKING DAY: Persuasive speeches (5 minutes each)	Homework #3 due 6/23 (Ch. 11, 12)
R, June 18	Visual aids, language and word choice, commemorative speeches	Read in preparation for next week: Chapter 13 from Dowis (Chapter 14 optional; due Thurs. June 25) Read 354-356 from Lucas <i>13 pages of reading over 4 days</i> Commemorative speech on 6/25
T, June 23	Listening, body language, other topics as needed	Continue out of class reading and speech assigned 6/18
R, June 25	SPEAKING DAY: Commemorative speeches (5 minutes each)	Woohoo! You're done!

* This calendar is subject to change at the instructor's discretion and based on the needs of the students.