

Fundamentals of Speech

COMM 111 – SPRING 2016

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Messages may be left on voice mail. No home phone calls after 8 p.m.

Appointments may be made by phone or by email.

EMAIL/TEXT POLICY: *In order to be productive, I will not conduct conversations through email/text message. If you would like my help, please talk to me in person. You may use email or phone to schedule a meeting with me, but I will not accept assignments or offer guidance through email/text message.*

Please do not send text messages.

Course Description

Study of the verbal communication process. An introductory course in the principles of public speaking and language awareness. Includes the delivery of several types of speeches as well as opportunities to evaluate speeches and speaking styles.

Bethany Lutheran College Academic Catalog 2014

Academic and practical study and application of the God-given ability to communicate verbally. Through this course you will learn ways to use your voice in a God-pleasing manner in a public setting. Success in life comes from a thorough understanding of the fundamentals.

Prof. Jon Loging, 2004

Required Text

Lucas, Stephen E. The Art of Public Speaking. 11th ed. New York: McGraw-Hill, 2011.

Required Material

USB Drive

Format

This class is about public speaking. In order to learn it, you will do it several times in front of your peers. In addition, you will listen to, comprehend, study, and analyze speeches outside of class to see what has worked, what has not, and discover why.

You will read the textbook outside of class. Material in the textbook may not be covered in class, but the student will still be responsible for it. Material discussed in class may not be part of the textbook, but the student will still be responsible for it. The material you read will then be augmented with practical knowledge and then applied to your own speeches. Expect to participate often.

General Education, Major, and Course Objectives

General Education: Successful completion of this course signifies fulfillment of the oral communication component of the following:

Understand Human Communication *Objective: To demonstrate proficiency in written and oral communication.*

The **Communication Major** has seven main outcomes for its students to achieve. A student in the Communication major should improve in the following areas:

1. Presentations: Increased confidence and competence in public presentations.
2. Relationships: Knowledge of the manner in which communication creates, maintains, and transforms relationships and the ability to engage in effective and productive relational communication.
3. Contexts: Knowledge of the crucial role communication plays in community, professional and civic contexts, and the ability to use communication behaviors ethically and effectively in various contexts.
4. Diversity: Knowledge and respect for the role of culture and diversity in communication, and the ability to effectively communicate within and across cultures.
5. Influence: Competency in the construction and analysis of arguments and discourse intended to influence beliefs, attitudes, values, and practices.
6. Technology: Ability to effectively use communication technology and to critically evaluate how technology affects communication.
7. Research: Competence in systematic inquiry, including the process of asking questions, systematically attempting to answer them, and understanding the limitations of the conclusions reached.

Students taking COMM 111 – Fundamentals of Speech have specific objectives for the course that also fulfill the Communication Major objectives. Below are the course objectives and the major objectives they fulfill.

A student who has taken COMM 111 – Fundamentals of Speech will be able to...

1. ...identify and create the different types of speeches: Informative, Persuasive, Special Occasion, and Group Symposium. (COMM Objective #1 and 3)
2. ...analyze his/her audience to create the most effective speech for the situation. (COMM Objective #1-5)
3. ...organize ideas in a logical manner to make a message understandable for his/her audience. (COMM Objective #1, 3 and 5)
4. ...clearly articulate his/her message through words. (COMM Objective #1)
5. ...utilize various forms of visual aids. (COMM Objective #1 and 6)
6. ...collect and organize necessary information in order to support the ideas of his/her speech. (COMM Objective #1 and 7)
7. ...ethically utilize the power of language and the spoken word. (COMM Objective #1, 2 and 5)
8. ...analyze other speeches in order to discover good public speaking practices. (COMM Objective #1 and #4)

In the **Written Assignments** and **Speeches** sections of the syllabus, each assignment will list the course objective that assignment fulfills.

Cell Phones/Laptop and Tablet Computers

Interruption of class by cell phones will not be tolerated. Students should **turn off or completely silence (no sound or vibration)** their cell phones before class. If a cell phone rings, or vibrates enough to be noticed, the instructor reserves the right to answer the phone and then confiscate the phone for an undetermined period of time.

The use of cell phones during class is prohibited unless directed by the instructor. Text messaging is not allowed in class. The student's final grade will be affected with repeat occurrences.

Technology can be a wonderful thing. It can also be a major distraction. Laptop/tablet computers are welcome in class if they are being used for the purpose of learning in the class. In fact, you will be asked to bring your computers to class on certain days (see the class schedule on MyBLC). Students should not use their laptop for email, chatting, web surfing, or other non-class related activities. Students who abuse this privilege will not be allowed to use their computer during class time.

If you need to use the digital projector, you will **only** use the classroom computer. Students **must bring** any presentation or other files on a **USB drive** to save time. Do not expect to be able to download your presentation. It is recommended you save your presentations in PowerPoint format (.pptx).

The use of computers and phones is NOT permitted during student speeches.

Attendance

There can never be public speaking without an audience. Therefore, attendance is not only required, but essential. If you need to miss a class for a *legitimate* reason, you must inform the instructor *prior* to the class you will miss. You are allowed **one unexcused** and **four excused absences**, but **you may not miss more than four classes total**. An excess in missed classes will lower your final grade. Excused absences are for school related activities, family emergencies, or severe illness (a doctor's note is expected). Reasons such as (but not limited to): leaving early for vacation, studying for another class, oversleeping, or a minor case of the sniffles are considered **unexcused**. Students must inform the instructor prior to the absence. An email from a coach or other instructor is not sufficient to receive an excused absence.

Every absence more than one unexcused or four total missed classes will result in a lower final grade. If you must miss on a day you were scheduled to speak, you must arrange to switch speaking times with another classmate for a time that works for both parties. The instructor must be informed by both students prior to either class members' speech.

If a student arrives late to class on a day students are giving speeches, the student will **wait outside** the classroom until there is a break between student speakers. Students who enter class while a fellow student is presenting become a major distraction and will not be tolerated. Entering during a speech will affect your overall grade.

Disabilities

Please inform the instructor of any documented developmental, mental, or physical disabilities as soon as possible. Arrangements will be made to assist students who need it. It is the **student's responsibility** to ask for assistance or adaptation of assignments. Please give the instructor plenty of advanced notice before changes need to be made. Instructors are not informed by the school of any students with disabilities.

Assignments

Nearly all class handouts and assignments are uploaded to My BLC. It is the student's responsibility to stay up-to-date with the material online. Written assignments are due at the beginning of the class period on the day it is due. Most assignments will be due in hard copy format in class. No late work will be accepted. **Do not email your assignment without permission.** Crashed computers, printer problems, and dogs that eat homework are the student's problems, not the instructor's. If there are legitimate reasons for not turning in an assignment, please talk to the instructor.

Missing an assigned speech date is a serious problem due to scheduling restrictions. Late speeches will **not be accepted** and **no credit** will be given for that speech. If there are extenuating circumstances, see the instructor.

Written work and citations

When turning in work, please remember the following statement, "**Be the professional you want to be**". You are attending college to prepare for a professional career. Start acting like the professional you would like to become. Set the standard for yourself. Let your work reflect the commitment you have to excellence.

All written work that is turned in will be typed (and printed when necessary). Hand-written work will not be accepted. For assignments physically handed in during class, papers of more than one sheet of paper must be **stapled** in the upper left-hand corner. Use the following format:

- Double spaced with one inch margins on all sides.
- Assignments may be printed on one side or back-to-back.
- Point 12 Times New Roman font.
- Name, class, and section will be on top of the first page, along with pages numbers on all consecutive pages following MLA or APA format.
- All sources will be properly cited using MLA or APA format. It is highly recommended that students purchase an up-to-date MLA or APA style manual.

Please see the example on My BLC.

Plagiarism

Plagiarism is a serious breach of ethics and will not be tolerated in the classroom. See pages 37-41 of your text for more information. If you intend to pass off another's work as your own, expect to face serious consequences. Minor offences such as forgetting to cite a source in a speech or paper **will** reduce your grade for that assignment. Giving a speech which you did not write will earn you a failing grade for the semester.

The MLA Handbook* has defined plagiarism as follows:

1. Using another person's ideas, information, or expressions without acknowledging that person.
2. Passing off another person's ideas, information, or expressions as your own to get a better grade or some other advantage.

In short, to plagiarize is to use someone else's work as your own, without crediting or citing the source. Direct word-for-word copying is permissible if the material appears in quotation marks and if the source is cited. Rephrasing and summarizing is permissible if the source is cited. With the spoken work, the **source must be given during the speech**, giving enough information for your audience to find the information on their own.

The instructor reserves the right to fail any student involved in plagiarism.

* *MLA Handbook for Writers of Research Papers*, 7th edition, (The Modern Language Society of America, 2009)

Written assignments

Quiz/Worksheets/Miscellaneous You will have your knowledge tested and comprehension displayed with a variety of quizzes, worksheets, and other daily assignments. **The majority of these assignments will be on MyBLC.** Assignments will be given in reaction to how the class is progressing. Students will not be allowed to make up quizzes they miss, no matter the circumstances. All work will be averaged and compose 10% of your final grade. (COMM 111 Objective #1-3, and 6-8)

Exams You will take two exams throughout the semester as a way to assess your understanding of terms and theories from your textbook and lectures. You will be asked to apply what you have learned in a variety of different situations. The average of both exams will be worth 15% of your final grade. (COMM 111 Objective #1-3 and 6-8)

Speeches

The speech assignments fulfill the Education Major requirement 8710.4250, Sub. 3.A.16. Student learning will be assessed using a standardized rubric.

Introductory In this first speech you will introduce a fellow classmate to the class. Pairs or groups will be determined by the instructor. A key-word outline on note cards may be used. 2 minutes in length. 5% of your final grade. (COMM 111 Objective #4 and 7)

Sample Speech With this assignment, each student will create a 2-4 minute speech on a general informative topic. While shorter, each speech will utilize the same organization and presentation of the assigned informative speech. This speech should highlight all the requirements for the informative speech in a condensed format. No visual aids will be used. No minimum number of references are required, but any outside sources used need to be properly cited in the speech. Delivery should be from a keyword outline. However, a hard copy of a preparation outline will be turned in during class. The assignment is worth 5% of your final grade. (COMM 111 Objective #1-7)

Informative With this speech you will inform your audience on some topic. This will not be a “how-to” or demonstration speech. Topics must be approved by the instructor. A specific purpose statement, detailed outline, and keyword outline will be turned into the instructor prior to giving the speech. You are required to use a minimum of **three** different references, **only one of which may be an encyclopedia or dictionary.** Non-internet sources are preferred. Source citations must be stated during your speech. **A minimum of one visual aid is required.** A key-word outline on note cards may be used. A printed key-word outline will be turned in on the day of the speech. **5-7 minutes in length.** All material that is turned in and your speech will compose 15% of your final grade. (COMM 111 Objective #1-7)

Persuasive This speech is designed to show your understanding of different methods of persuasion. You will use one of the methods discussed in class to persuade your audience on some topic that has been approved by the instructor. A specific purpose statement, detailed outline, and keyword outline will be turned in to the instructor prior to giving the speech. A minimum of **five** different references are to be used. While you may reference a dictionary or an encyclopedia, they will not count toward your five references. Non-internet sources are preferred. Source citations must be stated during your speech. A key-word outline on note cards may be used. A printed key-word outline will be turned in on the day of the speech. **A minimum of one visual aid is required. 6-8 minutes in length.** All material turned in and your speech will compose 15% of your final grade. (COMM 111 Objective #1-7)

Special Occasion You will learn how to apply your skills by giving a commemorative speech on some topic approved by the instructor. Proper source citation, as always, will be required. You will need to hand in a specific purpose statement and detailed outline before speaking. A key-word outline on note cards may be used. A printed key-word outline will be turned in on the day of the speech. While there is not a minimum number of references required, the student must cite any and all sources used in the speech. Visual aids are optional. **4-6 minutes in length.** All material turned in and your speech will compose 10% of your final grade. (COMM 111 Objective #1-4 and 7)

Group Symposium A group of students (to be determined by the instructor) will tackle a problem of their choosing, approved by the instructor. The group will research the problem, find the history of the issue and show how it affects the audience. Once identified, the group will use methods learned in class to outline possible solutions and give us their final decision as to the best way to remedy the situation. After the presentation, the group will then hold a question and answer session with the class. **Each group will use the entire fifty minutes of class time.** All material turned in and your speech will compose 20% of your final grade. (COMM 111 Objective #1-4, 6 and 7)

On-Campus Research

In order to minimize confusion, clutter, and apathy, students are not allowed to survey the student body as a whole through email or paper survey or questionnaires. In order to do such research, students would need permission from the Institutional Review Board (IRB). Please talk with the professor before starting on-campus research.

Invitation to the Speech Team

Since you will already be writing and presenting speeches, you should take advantage of the **Bethany Speech Team**. All students are encouraged to participate with the Speech Team using works you have already created. The team travels throughout the Midwest to different tournaments. Food/travel/lodging expenses are provided. There are several single day tournaments, some designed especially for novice speakers. Please talk to the instructor about how to participate. Go to www.blc.edu/speech for the tournament schedule. Extra credit may be available to those students who compete.

Criteria for grading speeches

DO NOT READ YOUR SPEECH!!! This is a public speaking class, not a public reading class. You may **only** take a key-word outline on 3x5 cards with you for each speech. Students who read or appear to read a majority of their speech will receive no higher than a C for that speech.

A detailed assessment sheet will be available to students on MyBLC to show exactly what the instructor is looking for. Below is a general guideline to good public speaking in any situation.

The satisfactory speech (C range) should:

- Meet the general purpose of the speech (to inform, persuade, etc).
- Conform to the time requirements.
- Be fairly organized.
- Have an identifiable introduction, body, and conclusion.
- Be delivered competently.
- Be appropriate in terms of topic choice.
- Have required amount of cited sources.
- Main ideas must be supported with statistics, appropriate testimony, and examples.
- Show evidence of original thought. (Show me you used your brain and didn't borrow one from the Internet.)

The good speech (B range) will meet the previous criteria plus:

- Grab the attention of the audience with a good introduction.
- Preview the speech clearly
- Contain clear and well-supported points.
- Show evidence of audience awareness.
- Exhibit use of strong connectives (previews, summaries, transitions).
- Have a good collection of reliable and useable source citations.
- Be delivered fairly fluently.
- Use appropriate, clear language.

A superb speech (A range) should meet all of the preceding criteria plus:

- Be delivered in a very polished manner. (Which will include: sustained eye contact, natural gestures, crisp articulation, effective vocal variety, and genuine interest in the topic.)
- Use vivid, concrete, listener-centered language and carefully prepared visuals (when needed) to maintain audience interest.
- The use of reliable and necessary sources to support and elaborate on your topic and arguments.
- Deal with a challenging, unique topic or take a fresh, unexpected approach to a common topic.

****Unsatisfactory speeches (D and F range) will lack these criteria in a notable way. Often they are characterized by lack of substance, a trivial treatment of the topic, little or no connection with listeners, and/or obvious lack of preparation and practice.**

Grading

<u>Assignment</u>	<u>Percentage of final grade</u>
Introductory speech	5
Sample Speech	5
Informative speech	15
Persuasive speech	15
Special Occasion speech	10
Group Symposium	20
Exams	15
Quiz/Worksheet/Miscellaneous	15
Total	100%

Your attendance and participation will also affect your overall grade. Students who miss more than the allowed class periods will have their grade reduced. At the end of the semester, overall participation and attendance will influence the final grade if a student is on the borderline between one grade and another. (If a student is halfway between a B- or C+, but participates actively with few to no absences, they will probably receive the B-.)

The only established extra credit to be offered is competing with the Speech Team. It is not logical for students to put in extra effort for extra credit when they should put that effort into their normally assigned studies in the first place. The Speech Team is an external use of the skills you will learn and may be acceptable as extra credit. If other opportunities arise throughout the semester, they may be used for extra credit at the instructor's discretion.

Disclaimer

The instructor reserves the right to modify, amend, or change the syllabus as the curriculum and/or program requires. Students will be notified with sufficient time to complete their assignments.