

Course Number & Title – LAN104 Public Speaking

Department – AUD – Arts & Sciences

Contacting Your Professor

1. To contact your professor, select "Inbox" from the global navigation bar on the left-hand side of your screen. After selecting "Inbox," click the pencil in the top right of your screen to begin your message. Type in your professor's name and your message before sending.

Delivery – Online

Course Description – This course is designed to enable students to speak effectively on selected subjects using various methods. Classroom practice is given in oral and interpretive readings. Study is given to the correct preparation and delivery of different kinds of speeches as well as the use of correct speech habits and behavior. (3 credits)

Course Prerequisite(s) – None

Student Learning Outcomes – As a result of this course the student will do the following:

1. Identify the basic components of what entails effective and engaging communication in speech-giving and how various speech types (informative, demonstrative, persuasive, oral interpretation, etc.) help to shape the intended message.
2. Demonstrate correct preparation techniques that utilize proper research (information literacy), outlining (including purpose statements and patterns of organization), and audience analysis.
3. Deliver effective speeches that employ vocal variety, expressive paralanguage, audio/visual aids, descriptive words (logos), speaker credibility (ethos), and emotional appeals (pathos) while working to minimize speech anxiety and increase confidence.
4. Evaluate the speeches of others by identifying, critiquing, and analyzing various "texts" and elements of delivery using effective feedback techniques.
5. Discuss the importance of productive communication, including communication in practical Christian ministry and communication that integrates a biblical context and represents Jesus Christ with excellence.

Course Requirements

1. *Textbook(s)* – Book information and a price comparison tool can be found at <https://www.lbcbookstore.com/>. Click on "Compare Textbook Prices" in the middle of the page. Here you will find the bookstore's prices, digital options, plus Amazon and other online retailers.
 - a. Gallo, Carmine. *Talk Like TED: The 9 Public-Speaking of the World's Top Minds*. St. Martin's Griffin, 2014. ISBN: 9781250061539

- b. Noonan, Peggy. *On Speaking Well: How to Give a Speech with Style, Substance, and Clarity*. Reagan Books, 1999. ISBN: 9780060987404

2. *Materials*

- a. There are no extra materials required for this course.

3. *Assignments*

- a. **Discussion Forums (15%):** Discussions will take place throughout the course, typically in response to a reading, video of a professional speaker, or set of questions provided by the instructor. These discussions are meant to build and enhance the learning community as we interact with each other as a class. Hopefully, they will allow us to feel comfortable expressing our opinions in a respectful, professional manner. As this is the case, discussion posts will not be accepted late. Specific instructions will be provided within the course. (SLOs 1, 2, 4, 5)
- b. **Reading Responses/Participation (20%):** You will respond to the reading in a variety of ways throughout the course. These responses require depth of thought and reflection that indicate not only a thorough understanding of the text but critical reflection as well. Examples may include graphic organizers and written responses and will include one full speech given on your choice of one or both of our texts. Specific instructions will be provided within the course. (SLOs 1–5)
- c. **Presentations (15%):** Two presentations, or mini-speeches, will be assigned at the beginning of the course to ease us into some of our longer speeches. These are designed to highlight two essential elements of public speaking: expression and relevance. These will be approximately 3–5 minutes long. Specific instructions will be provided within the course. (SLOs 2, 3, 5)
- d. **Speeches (30%):** You will be presenting several different kinds of speeches. These will each be 5–7 minutes long and evaluated on content and delivery, for a total of 50 points. The final speech will increase in both the time requirement and points. These types of speeches will include informative, demonstrative, explanatory, and persuasive. More specific instructions will be provided when we come to the specific speeches. (SLOs 1, 3, 5)
- e. **Critiques (20%):** Throughout the course, we will be talking about the differences between an effective speech and an ineffective one. We will begin by identifying the elements that make a speech meaningful and what distracts from meaning or purpose. We will critique some famous speakers in various fields of study, as well as some amateurs. Eventually, you will be critiquing your classmates when they upload their videos with substantive feedback on things such as the structure of the speech, topic explanation, and delivery elements. (SLO 4)

4. *Exams and Quizzes*

- a. There are no exams or quizzes in this course.

5. *Extra Credit*

- a. There are no extra credit opportunities for this course.

Course Procedures

1. *Course Practices* – This online course uses readings, discussions, and other resources and activities to aid and measure the learning of its objectives. Work through the weeks in sequential order, completing the learning explorations and assignments. Please take these opportunities to interact with the instructor and fellow students about the course content, the learning experience, and the relationships between the material and one’s own experience.
2. *Participation Policy* – Attendance and participation for this course take the form of completing of all readings and assignments in a timely manner, contributing to discussions with charity, and actively collaborating with fellow students when required.
3. *Grading Policy, Rating Scale, Use of Rubrics, etc.*

<i>Excellent</i>	A	=	94–100		B-	=	80–83		D+	=	67–69
	A-	=	90–93		C+	=	77–79	<i>Passing</i>	D	=	64–66
	B+	=	87–89	<i>Average</i>	C	=	74–76		D-	=	60–63
<i>Good</i>	B	=	84–86		C-	=	70–73	<i>Failure</i>	F	=	0–59

The weight of each assignment in relation to your final grade is allocated in the following grading categories:

Discussion Forums	15%
Reading Responses/Participation	20%
Presentations	15%
Speeches	30%
Critiques	20%

4. *Late Assignment Policy* – Written speeches and outlines must be submitted to Canvas when the assigned written portion is due. Late submissions or failure to submit written portions will result in points deducted from the final presentation grade. Failure to submit entire presentations will result in a failing grade for that assignment.
5. *Make-up Policy* – The opportunity to make up work will be at the discretion of the professor. Please communicate as quickly and efficiently as possible if you anticipate that you will miss an assignment.
6. *Ally Center Statement* – The Ally Center is LBC | Capital’s hub for academic services, resources, and accessibility. The academic services include disability services, writing services, and academic mentoring services and are available at no additional cost. To schedule an online or on-campus appointment, or for information regarding resources, locations, and hours of operation, visit lbc.edu/ally.
 - a. *Disability Services* – LBC | Capital is committed to creating an educational environment that is inclusive and accessible, in compliance with the guidelines of the ADA and Section 504 of the Rehabilitation Act. Students choosing to disclose a disability must contact the Disability Services Office to discuss reasonable accommodations.

After speaking with the student and reviewing documentation, reasonable accommodations will be determined. It is in the student’s best interest to contact the Disability Services Office as early as possible prior to each new term since professors cannot provide accommodations without verification from the DSO and accommodations cannot be applied retroactively. More information and disclosure forms are available at

lbc.edu/ally.

Please note: Students should register with the Disability Services Office each term for which accommodations are desired; accommodations from the prior semester are not automatically carried over.

The Disability Services Office can be reached at 717.560.8200 ext. 5383 or DSO@lbc.edu. The confidential fax line is 717.560.8261.

- b. *Writing Services* – The Writing Center is available to help any LBC | Capital student with writing assignments from any course. Students can schedule a one-on-one appointment with professional personnel or peer mentors at any point in the writing process. Writing Services include: assistance in brainstorming and outlining, development of ideas, critique of partial or full drafts, and/or review of formatting and citations. Appointments are available both on campus and online. A variety of writing resources are available at lbc.edu/ally.

Writing Services can be reached at 717.560.8200 ext. 5389 or by email at WritingCenter@lbc.edu.

- c. *Academic Mentoring Services* – Academic Mentoring Services (AMS) provides academic services at no cost to any current undergraduate LBC student. Professional personnel and peer mentors come alongside students to assist with major projects, time management, review of course content, test-taking skills, and study strategies. A variety of academic resources are available at lbc.edu/ally.

Students may make academic mentoring appointments by phone at 717.560.8200 ext. 5389 or by email at AMS@lbc.edu.

- d. *Contact Information*

Location	Email	Phone
Lancaster	AllyCenter@lbc.edu	717.569.7071 ext. 5389
Philadelphia	AllyPhilly@lbc.edu	215.329.5400 ext. 5753
Washington D.C.	AllyDC@lbc.edu	301.552.1400 ext. 5806
Online	AllyCenter@lbc.edu	717.569.7071 ext. 5389

- 7. *Academic Integrity Statement* – As followers of Christ, we need to be fully committed to honesty and truthfulness in all aspects of our lives, including in our academic lives. Therefore, academic dishonesty will not be tolerated in any way. Students are responsible to familiarize themselves with LBC’s Academic Integrity Policy and adhere to it. It is located in the Student Handbook.
- 8. *Statement on Self-care* – College in general is a rich and fulfilling experience, full of opportunities for students. Along with this abundance of opportunities comes the challenge of maintaining a healthy life balance characterized by productive tension, a sensible schedule, and time for rest. Productive tension, at times, can be compounded by unexpected life challenges, causing unproductive levels of stress. This can lead to feelings of sadness, increased anxiety, and an overall lack of focus. For this reason, LBC | Capital strongly encourages students to care for themselves physically, emotionally, and spiritually during each academic term and throughout their journeys. Everyone benefits by support in times of struggle so students are also encouraged to seek help promptly by talking with professors or other College staff about life challenges as

related to academic performance and to seek advice regarding available supports inside and outside of the LBC | Capital community.

Course Resources

1. *Technology Difficulties* – The Help Desk is available to help you with computer and technology problems and questions. Call 717.560.8200 ext. 4357 (HELP), email help@lbc.edu, or visit <https://www.lbc.edu/helpdesk>.
2. *Library Resources* – The library subscribes to numerous databases to provide access to scholarly and peer-reviewed journal articles, eBooks, newspapers, magazines, and much more. Online resources are accessible anywhere on campus or remotely 24/7 using your LBC username and password. To access these resources, go to <https://www.lbc.edu/library>. The library website also includes links for students to request research assistance:
 - ASK A LIBRARIAN is for information from an LBC librarian within 24 hours (Monday–Friday).
 - LIVE CHAT is for immediate assistance—usually from a non-LBC librarian.
 - REQUEST RESEARCH CONSULTATION is for arranging an appointment with a librarian, either in-person or online.
3. *Bibliography* – None
4. *Extra Resources* – None