

**Saint Leo University**  
**SPH 221**  
**Fundamentals of Speech**

**Course Description:** Study of the principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

**Prerequisite(s):** None

Even though this class does not have a course prerequisite, students are required to express themselves clearly in writing, and when speaking. You must use complete sentences, organized paragraphs, correct spelling and grammar, conduct thorough research, and cite your references correctly. Points will be subtracted if these requirements are not met.

*To this end, all outlines are sentence outlines. This means single full complete sentences should be written for every level of the outline. The outline format required for this class is located in Doc Sharing.*

**Textbooks and Films:**

Lucas, S. E. (2015). *The art of public speaking* (textbook with Connect access) (12th ed.). New York: McGraw-Hill. ISBN-13: 9780073523910

**Connect Lucas Registration:** *Connect Lucas, the companion Website to the textbook, will be used for turning in and evaluating speeches. The instructor will provide a link to the Website and a password will be included when a new textbook has been purchased. A password is not included when purchasing a used textbook. Before beginning the course, each student must register by following the "Connect Lucas Student Registration Instructions" found in Doc Sharing.*

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN-13: 978-1-4338-0561-5

The following films are required viewing for this course and must be screened (buy or rent) **before taking the Midterm Exam in Module 6:**

My Fair Lady (1964) Directed by George Cukor  
<http://www.imdb.com/title/tt0058385/>

The Great Debaters (2007) Directed by Denzel Washington  
[http://www.imdb.com/title/tt0427309/?ref\\_=nv\\_sr\\_6Washington](http://www.imdb.com/title/tt0427309/?ref_=nv_sr_6Washington)

**Additional Items:**

Students will also need the following:

- Video camera
- Microphone
- Create a public speaking area
- 6" x 4" note cards (found in Doc Sharing)
- (Recommended) English language primer, such as the *Little Brown Book* or *Strunk and White*
- Dictionary and Thesaurus
- Book flags and highlighter

**Learning Outcomes:**

At the conclusion of this course, students will:

1. Develop a clear, fluent, and linguistically impressive style of public speaking, public speaking delivery, and presentation skills.

2. Develop public speaking skills by preparing detailed outlines and note cards. **Speech manuscripts are not used in this course. Students will be tested on this skill acquisition.**
3. Develop or enhance his or her group communication and presentation skills. This skill-building requirement is consistent with all of the core values.
4. Learn how to cite references to support the speeches. This is consistent with the core values of integrity and honesty.
5. Develop extemporaneous speaking skills by effectively using note cards. This is consistent with the core values of personal development and excellence.
6. Learn how to evaluate speeches effectively and give constructive feedback.
7. Learn how to apply critical thinking skills to the research process, the development of speeches, and the midterm examination.
8. Learn how to incorporate the Saint Leo University core values in assignments and learning activities. The Midterm Exam will test this skill.

**Core Values:**

*Excellence:* Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills, and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision, and goals.

*Community:* Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change, and to serve.

*Respect:* Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity, and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas and on learning, living, and working harmoniously.

*Personal Development:* Saint Leo University stresses the development of every person's mind, spirit, and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

*Responsible Stewardship:* Our Creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources to university and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

*Integrity:* The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff, and students pledge to be honest, just, and consistent in word and deed.

**Teaching Methods:**

Teaching methods will include lectures on the process and principles of public speaking, as well as preparation methods for actual presentations. Students will prepare speeches, submit them online, and participate in the group exercises and group presentations as assigned. After each speech, give **complete and detailed typed sentence outlines** to the instructor with note cards.

**Evaluation:**

All speech outlines will be typed. Outline pages and each note card should be numbered and have the student's name!!!! Please note, ALL speeches are due on the day of the assigned speech presentation date category. Grades will be based on the following:

<b>Assignments</b>	<b>Points</b>	<b>Percentage</b>
Individual speeches (4)	400	20%

Outlines of speeches and note cards (3)	300	20%
Peer evaluations (3)	60	6%
Midterm exam	100	22%
Participation/discussions	160	10%
Final group presentation	100	22%
Individual delivery	100	0%
Outline and notecards	100	0%
Group delivery	100	0%
<b>Total</b>	<b>1420</b>	<b>100%</b>

**Grading Scale:**

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	60-66
F	0-59

**Midterm Exam:**

You will receive your exam on Monday of Module 6. *The Midterm Exam will be due **Sunday of Module 6***, and must be submitted via the **course Assignment box**. Exams **WILL NOT** be accepted via any other means. This is an open book/notes essay exam. The examination will cover all course content from the beginning of the term. It is 22% of your grade for the term. You are advised to answer at least 3 questions per day and write thorough complete answers. Remember, examinations will be accepted **only via the Assignment box** and late examinations will not be accepted. Keep a copy of the examination and all assignments for your records.

*You are expected to read all assigned materials and textbook chapters, and view both required films. The Midterm Exam will include questions from these.*

**Speeches:**

In this course, attention will be given to the development of speeches, **improving** speech organization, vocal quality/variety, and delivery of each speech with emphasis on correct pronunciation, modulation, enunciation, articulation, and the application of correct English grammar skills. Guidance for individual speeches can be found in the textbook readings and module content. General guidelines for speeches are found in the "Outline and Note Card Instructions" and "SPH 221 Speech Rubric" found in Doc Sharing. All speeches will be submitted for peer evaluation and grading in Connect Lucas. Peer evaluations will be performed on the informative, persuasive, and special occasion speeches using the rubric in Connect Lucas. The required speech lengths are as follows:

- Informative Speech: 3-5 minutes
- Persuasive Speech: 5-7 minutes
- Special Occasion Speech: 3-5 minutes
- Group Presentation: 8-10 minutes for each group member

**Group Presentation:**

The final group presentation will be presented and evaluated in lieu of a final examination. The group project grade will be the average of the individual and group evaluations. Participating cooperatively in a group is a course requirement. You must participate and present with your group in order to fulfill course

requirements and pass this course. Therefore, if you do not participate in your assigned group, you will not pass this course. Detailed instructions on the group presentation can be found in Doc Sharing.

**Outlines and Note Cards:**

Outlines with references/citations and note cards must be submitted to the Assignment box immediately after submitting the presentation of each speech in Connect Lucas, and will include a list of at least **three** references. Use the APA citation manual to correctly format your references. Websites that are supposed to format references are not always correct, are often dated, and they should not be used in this class.

*\*Each student must submit at least **five** references for the group project.*

For all assignments, for every Internet reference, you must have at least two (2) hard copy references. This means if you use two books and one Internet reference, you will have 5 references in your reference list. **Do not** use *Wikipedia, About.com or any other website that does not have instructor approval!* They **will not** be accepted as citations. You will lose points on your assignment if you use these unauthorized sources. Use books, interviews, periodicals, journals, *CQ Researcher*, other scholarly databases, and museum, government, university, and national and state organization websites. If you are not sure, check with your instructor. Assignments that are submitted without references and a reference list will not be graded. All assignments must be typed, using a traditional academic 12 point black font. All research and information must be cited correctly. Plagiarism will result in an 'F' grade for the assignment.

**Course Schedule:**

**Module 1                    An Overview of the Elements of Public Speaking**

- Objectives:**                    **When you complete this module, you should be able to:**
- Identify the resources that are available on the Saint Leo University Library website.
  - Summarize what is required to successfully complete this course.
  - Explain why research and practice are the two more important things in public speaking.
  - Explain primary and secondary research.
  - Explain fugitive research.

**Assignments:**

<b>Items to be Completed:</b>	<b>Due No Later Than:</b>
Complete the Connect Lucas registration	
Review the Connect Lucas tutorials	
Read the assigned materials	
View the library tour	
Complete the Library tutorial	
Submit Introduction Impromptu Speech	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT

**Module 2                    Developing an Extemporaneous Speech**

- Objectives:**                    **When you complete this module, you should be able to:**
- Explain how to select a topic.
  - Define the characteristics of extemporaneous speeches.
  - Write an outline.
  - Write note cards with talking points.
  - Discuss the difference between the oratory and conversational delivery styles.

**Assignments:**

<b>Items to be Completed:</b>	<b>Due No Later Than:</b>
Read the assigned materials	
Post an initial response to the discussion question	Thursday, 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT

**Module 3                      Getting Ready for Your First Speech!**

**Objectives:**                      **When you complete this module, you should be able to:**

- Explain podium conduct.
- Deliver the first speech.
- Explain and demonstrate how a speaker multi-tasks in front of an audience.
- Explain why it is important to work in groups.

**Assignments:**

<b>Items to be Completed:</b>	<b>Due no later than:</b>
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Informative Speech Outline and Note Cards	Thursday 11:59 PM EST/EDT
Submit Informative Speech	Thursday 11:59 PM EST/EDT
Submit evaluations of two peers' Speeches	Sunday 11:59 PM EST/EDT

**Module 4                      Preparing to Deliver the Persuasive Speech**

**Objectives:**                      **When you complete this module, you should be able to:**

- Explain critical thinking skills.
- Explain the characteristics of a persuasive speech.
- Explain the difference between an informative and a persuasive speech.
- Discuss how propaganda techniques have been transferred to advertising to persuade people to buy certain products.

**Assignments:**

<b>Items to be Completed:</b>	<b>Due no later than:</b>
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Persuasive Speech topic	Sunday 11:59 PM EST/EDT
Submit Persuasive Speech references	Sunday 11:59 PM EST/EDT
Submit Improvement Statement	Sunday 11:59 PM EST/EDT

**Module 5                      Assessing Your Audience**

**Objectives:**                      **When you complete this module, you should be able to:**

- Explain why an audience assessment is needed by the speaker.
- Explain why adapting Maslow’s Hierarchy of Needs is a helpful tool for speakers.
- Explain the stages of a small group.
- State three opening statements and three closing statements.

**Assignments:**

<b>Items to be Completed:</b>	<b>Due no later than:</b>
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Persuasive Speech outline and note cards	Thursday 11:59 PM EST/EDT
Submit Persuasive Speech	Thursday 11:59 PM EST/EDT
Submit Evaluations of two peers’ speeches	Sunday 11:59 PM EST/EDT
Submit Group Presentation topic	Sunday 11:59 PM EST/EDT

**Module 6                      Characteristics of the Special Occasion Speech**

**Objectives:**                      **When you complete this module, you should be able to:**

- Explain the characteristics of special occasion speeches.
- Define honorifics and give three examples.
- Explain various ways special occasion speeches can be delivered.

**Assignments:**

<b>Assignment</b>	<b>Due no later than</b>
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit References for Special Occasion Speech	Sunday 11:59 PM EST/EDT
Submit Midterm Exam	Sunday 11:59 PM EST/EDT

**Module 7**                      **Final Preparation for the Group Presentation**

**Objectives:**                      **When you complete this module, you should be able to:**

- Present the group project.
- Explain the guidelines for the group presentation.
- Explain the role of each group member.

**Assignments:**

<b>Items to be Completed:</b>	<b>Due no later than:</b>
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Special Occasion Speech outline and note cards	Thursday 11:59 PM EST/EDT
Submit Special Occasion speech	Thursday 11:59 PM EST/EDT
Submit evaluations of two peers' speeches	Sunday 11:59 PM EST/EDT

**Module 8**                      **Thinking Beyond the Eight Weeks**

**Objectives:**                      **When you complete this module, you should be able to:**

- Explain future public speaking goals.
- Provide an explanation of a current self-evaluation as a public speaker.
- Identify three people who will support his or her interest in being a speaker.

**Assignments:**

<b>Assignment</b>	<b>Due no later than</b>
Read the assigned materials	
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Submit Group Presentation outline and note cards	Sunday 11:59 PM EST/EDT
Submit Group Presentation	Sunday 11:59 PM EST/EDT