



SYLLABUS for SPE 232: Public Speaking
3 Credit Hours
Fall 2019

Instructor Information

Instructor

**Instructor E-mail and
phone number**

Office & Hours

Course Information

**Course
Description**

This course is concerned with effective communication of thought in speaking situations. It examines not only the basic discourse skills but provides attention to logical analysis of informative and persuasive discourse and actual practice through classroom speaking. Prerequisites: ENG 131-132 or ENG 199-200.

**Student
Learning
Outcomes**

By successful completion of this course, the student will be able to demonstrate knowledge of public speaking as related to the total communication process.

Mastery of objective will be demonstrated by completion of the following:

- Written Tests and Discussion
- Critiques of Speeches
- Written Outlines
- Oral Presentation
- Scholarly Research

**Class days
and time**

Class location

**Final
Examination**

Course Requirements

1. Attendance at all class meetings is mandatory due to the large amount of material we have to cover in a short period of time. Attendance will be taken at all class meetings. **Anyone not present during the taking of attendance will be counted as absent even if they arrive later in the class period.** Missing more than **3 classes**, except under special circumstances, will cost the student a letter grade for each additional absence. Leaving class before the entire class is dismissed will count as a missed class. If this requirement presents a problem for anyone, please speak to the instructor immediately.
2. Thorough preparation for all major speeches is mandatory. **It is not possible to pass this class if the major speeches are not presented.**
3. Prompt submission of assignments. **Late work will not be accepted without permission of the instructor.**
4. Active participation in class that demonstrates development in public speaking skills.
5. **All cell phones must be turned off during class. NO TEXTING during class!** If you are expecting an emergency call, talk to the instructor in advance in regard to this issue.
6. **All laptop computer screens will be closed during class unless otherwise instructed.**

Course Evaluation Method*

	Possible Points	Your Scores	
Speeches	500		
1 Personal Introduction (20)			
2 Personal Narrative Artifact (40)			
3 Speech of Tribute (40)			
4 Coaching Speech (50)			
5 Great Speech Presentation (100)			
6 Informative Speech (100)			
7 Persuasive Speech (150)			
Group Discussions & Problem Solving	100		
E-Learning Research	50		
Class Activities	100		
Impromptu Speeches (5-10)			

Pet Peeves (What Makes Me Mad) (5-10)			
Outside Speech Observation (10)			
M. C. (15)			
Timer (5)			
Topics Picker (10)			
Extra Speeches (varies)			
Extra Papers (varies)			
Topic Proposal (5)			
Full Sentence Outline (10)			
Practice Speeches – 20			
Other Approved Extra Activities (varies)			
Impromptu Topic 3x5 cards – 1 point each up to 10			
Class Participation **	100		
Effort	50		
Exams	50		
Mid-term Exam	50		
Final Exam			
Total	1000		

* Assignments & point values of each assignment may be altered during the semester according to the learning pace of the students.

** Class participation, including presence for classroom activities, contribute to this score.

Grades
900-1000 = A
800-899 = B
700-799 = C
600-699 = D
Below 600 = F

Make-up policy	A student is allowed, and it is the student's responsibility to make up missed work, tests & speeches within one week after returning to class if the absence is excused.
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Required text & Course Materials	***Open Source Text Preferred (Agreed upon by the Dept. Chair)****
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SCHEDULE OF ASSIGNMENTS *

Date	Activity/Topic	Chapter
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Thursday, August 22	Syllabus, Speech 1 - Personal Introduction	
Tuesday, August 27	Speaking in Public, Ethics in Public Speaking, Listening & Giving Your First Speech	1, 2, 3, 4
Thursday, August 29	Selecting a Topic, Analyzing the Audience, Gathering Materials & Supporting Your Ideas	5, 6, 7, 8
Tuesday, September 3	Speech 2 – Personal Narrative Artifact Speech	
Thursday, September 5	Speech 2 – Personal Narrative Artifact Speech	
Tuesday, September 10	Organizing the Body of the Speech	9
	Beginning & Ending the Speech	10
	Outlining the Speech	11
	Using Language	12
Thursday, September 12	Delivery, Using Visual Aids, Speaking to Inform, Speaking to Persuade	13, 14, 15, 16
Tuesday, September 17	Methods of Persuasion, Speaking on Special Occasions, Speaking in Small Groups	17, 18, 19
Thursday, September 19	Groups – Speech Planning Sessions	
Tuesday, September 24	Speech 3 – Speech of Tribute	
Thursday, September 26	Speech 3 – Speech of Tribute	
Tuesday, October 1	Group Meetings	
Thursday, October 3	Bonus Speeches	
Tuesday, October 8	Speech 4 – Take a Stand Speech	
Thursday, October 10	Speech 4 – Take a Stand Speech	
Tuesday, October 15	E-Learning Research – NO CLASS	
Thursday, October 17	E-Learning Research – NO CLASS	
Tuesday, October 22	Mid-term Exam	
Thursday, October 24	Groups – Speech Planning Sessions	
Tuesday, October 29	Speech 5 – Coaching Speech	
Thursday, October 31	Speech 5 – Coaching Speech	
Tuesday, November 5	Practice Speeches	
Thursday, November 7	Speech 6 – Great Speech Presentations	
Tuesday, November 12	Speech 6 – Great Speech Presentations	
Thursday, November 14	Final Speech Workshop Practice Speeches, Speech Outlines Due	
Tuesday, November 19	Speech 7 – Persuasive Speeches	
Thursday, November 21	Speech 7 – Persuasive Speeches	
Tuesday, November 26	Thanksgiving Break – NO CLASS	
Thursday, November 28	Thanksgiving Break – NO CLASS	
Tuesday, December 3	Speech 7 – Persuasive Speeches	
Thursday, December 5	Final Make-up Speech Day	
	Final Exam	

- The schedule of assignments is subject to change during the semester.

Speech Assignment Guidelines

Kommentar [NG1]: Everything from this point to the end of the document is optional—as in, you do not need to include the information about the speech guidelines if you do not prefer to have them on the course syllabus. I imagine the guidelines will be provided as part of the assignments that are communicated for students to complete.

Reading any speech other than the Great Speech Presentation will result in the grade of the speech beginning at the D- level and going down from there.

Speech 1 Personal Introduction

Tell the class the following information. Feel free to make extra comments about any of them.

- Name
- Where you are from
- Major
- Job/Career
- Age
- What's your thing?
- One thing the class would not know unless you told them

Grading Criteria – Get up and tell us all 7 things and you receive all of the points

Speech 2 Personal Narrative Artifact Speech

The purpose of this speech is to introduce you to speaking before an audience in a speaking situation with no pressure. This will give you an opportunity to build up your confidence, & also to practice eye contact, projection, & gestures.

Very simply, tell your audience about yourself. You should include standard biographical information &, if you like, more anecdotal material. You might include, for example, a story about your proudest moment, most embarrassing moment, etc. (remember this should be in addition to and not in place of the biographical material)

In addition, bring an artifact or item from your life. The artifact can come from any culture in which you have been involved or from any personal experience or achievement that you think helps define who you are.

Remember to speak loudly enough to be heard & slowly enough to be understood, appear confident & in control, & present your information in an organized way. **DO NOT READ.** Limit yourself to 2-3 minutes of speaking time.

Grading Criteria – Get up talk between 2 and 3 minutes and you receive all of the points

Speech 3 Speech of Tribute

This speech will give you experience with speaking on special occasions. Using your personal knowledge, give a speech about the “A Person I Admire”. You should attempt to help us understand why we should join you in appreciating one person that you admire. Emphasize careful use of language & delivery skills. Remember to prepare & deliver a 3-4 minute speech. **DO NOT READ**

Grading Criteria – This primary focus in grading is sincerity and feeling, but it should have and into that catches the class attention and a conclusion that leaves us thinking. The use of stories

raises this speech to the highest level.

Speech 4 Take a Stand

This speech is intended as preparation for the final persuasive speech. Pick a topic. Take stand and give 3 reasons for the stand you took. This stand should be about an important topic. This speech should last 2-3 minutes. DO NOT READ.

Grading Criteria – An attention catching intro, a memorable conclusion, logical reasons and discussion of them are important, but feeling and passion raise this to the level of excellent.

Speech 5 The Coaching Speech

This speech will consist of you reading 1-2 pages of a great speech. While you are reading the speech to the class, you will receive verbal instructions on how to make it better. If you respond by doing the things I am asking you to do, you will receive all of the points for the speech. If you do not or if I feel that you still have room for improvement, I will ask you to come back on the second day and try it again.

Grading Criteria – Your response to my coaching cues during the speech are the deciding factor in receiving all of the points or being asked to try it again.

Speech 6 Great Speech Presentation

This speech will give you a chance to work on the delivery of the speech without having to research and develop a speech on your own. Simply pick one of the greatest speeches in world history and deliver it to the class. Remember that this speech should not come across and being read or recited from memory. The primary grading area of this speech will be on how you present the speech with an emphasis on giving the audience a sense of the emotions felt by the original audience within the context of the occasion on which it was given. This does not mean you should attempt to imitate the speaker who gave it, rather in your own style create for this audience a sense of the feeling felt by the audience on the occasion in which it was first presented. Also tell us who gave the speech, when and where it was given and for what purpose if it is a lesser known speech. This speech should last 3-4 minutes.

Grading Criteria – A good flow and some eye contact will get you a C. A good flow with vocal power and passion will get you a B. A good flow with power, passion and some eye contact will get you an A.

Speech 7 Persuasive Speech

This speech will give you experience with persuasive speaking. In this speech, you will apply everything you have learned about public speaking up to this point, as well as argumentation skills. Each speech should be adapted to your particular audience, organized with support for each claim & sub-claim in the speech, clearly & effectively reasoned, free of all logical fallacies & coercion, & extemporaneously delivered. The speech can be a:

1. Speech of Reason -- focus on reasons why an audience should accept your position on a particular issue. Example – convince an audience that handgun control is not desirable.
2. Speech of Opposition – oppose a belief that may be widely held among your audience. Carefully measure audience attitudes on the topic, then indicate, with sound reasoning & evidence, why their position is problematic. Example – your audience may be against gun control. Your task is to convince them that handgun control legislation is desirable.
3. Speech of Action – persuade the audience to take a specific appropriate action. The action should be workable & address the particular issue clearly. Example – you may want to persuade the audience to support the United Farm Workers Union by boycotting grapes.

Remember:

Use all the delivery & organizational skills used in your speeches up to this point.

Keep your speech to a time of 6-8 minutes.

Organize your arguments clearly & carefully, eliminating logical fallacies & coercion.

Use a visual aid, this is required.

Use at least three credible sources, clearly identified in your speech.

Prepare a full sentence outline to be turned a week before the speech.

DO NOT READ.

Grading Criteria – An attention catching intro, a memorable conclusion, logical reasons and discussion of them are important. Bring in a good flow, some eye contact, vocal power and passion and you will receive an A.

Extra Activities Assignment Guidelines

Impromptu Speech

This speech will give you experience with speaking without preparation. Each speech should be adapted to your particular audience and impromptu. Using your personal knowledge, give a speech about whatever topic you are assigned. Remember to be ready to deliver a 1-2 minute speech.

Pet Peeves (What Makes Me Really Mad)

This speech should be about one thing that makes you angry enough to raise your voice to the level of shouting. You do not have to prepare proof or research to back up your opinions on this topic. Just get up and raise your voice the level of yelling at your audience at least once during the speech. This speech should last from 1-2 minutes.