

Course Syllabus
Genesee Community College
Keshequa Central School
2006-2007

SPE 108 Public Speaking

Instructor	Karen Bugman	E-mail	Kbugman@genesee.edu
Phone	585-468-2541 ext. 3027	Office Hours	Prep- 6 th , 8 th
Office	Keshequa Central School Rm 3027	Meeting Times	1 st & 7 th period Full year

Student to Instructor Communication Options: You may contact the instructor in person, by phone, or through email (kbugman@keshequa.org)

Catalog Description:

Develops listening and organizational skills and the ability to present messages effectively in public speaking situations. Primary instructional strategies are theory-model-practice and evaluation.

Prerequisites:

Objectives (Student Learning Outcomes):

- A. Students will develop strategies to control nervousness by participating in "ice-breaker" speaking assignments, relaxation exercises and graduated speaking assignments that put theory into practical application.
- B. Students will be able to differentiate between informative and persuasive speaking by recognizing the characteristics of various modes of development that include process, definition, description, causal and problem-solution.
- C. Students will develop writing and organizational skills by learning to write a manuscript, revise the manuscript and produce a formal sentence outline for designated speeches.
- D. With each speech, students will demonstrate the ability to improve eye contact, expressiveness, posture, movement, volume, clarity and content of message.
- E. Students will learn to dissipate nervousness, animate their delivery and compliment their text through the use of visual aids that can include computer programs such as PowerPoint.
- F.* Students will culminate a semester's work with a final, persuasive speech that will include research, an MLA style Works Cited page and a formal sentence outline.

* This course objective has been identified as a student learning outcome that must be formally assessed as part of the College's Comprehensive Assessment Plan. All faculty

teaching this course must collect the required data and submit a formal analysis to indicate that 70% of the students assessed scored a grade of "C" or higher.

Texts and Materials:

The Art of Public Speaking, 8th edition, by Stephen E. Lucas

Course Requirements:

- a. a minimum of seven speeches; designated speeches will be accompanied by typed, formal sentence outlines
- b. satisfactory performance on unit tests
- c. contribution to class discussions (including critiques from supplementary reading assignments)
- d. a semester journal to be maintained for periodic and final review

Grading Criteria:

- | | |
|---|-----|
| a. Six speeches accompanied by formal sentence outlines | 60% |
| b. Two unit tests | 15% |
| c. Class participation | 10% |
| d. Final speech | 15% |

Course Policies:

Writing Requirements:

With designated speeches, students will submit formal sentence outlines; the correctness of these outlines will be considered in the grading of each speech. Students will be encouraged to write rough drafts before writing their final outline. Also, students will log their intellectual and/or emotional responses to news events in a semester journal (minimum of one entry per week). Average length for each entry should be equivalent to one paragraph.

Attendance policy- to complete this course successfully the student must normally complete all of the assigned work and participate in regular classroom activities. Much of the learning results from interaction with the instructor and other students. The course includes reading and writing assignments and exams, some of which are cumulative. For that reason, regular attendance and disciplined work habits are crucial to passing the course. If you miss a class, it will be the responsibility of the student to find out what was missed in this period. Regular assignments must be completed on time. If you miss an exam, you will receive a zero on it. (See me in case of emergencies). We will follow the school's policy for a half-year course: **if you miss more than 18 classes, you will lose credit for the course.**

Missed Exams and Speeches:

Because all graded material is completed in class, it is difficult to schedule make-ups. Students must come to class to be guaranteed a grade for a particular test or speech. Please see me in cases of emergency or hardship.

Plagiarism/Cheating: Plagiarism is the dual act of presenting and claiming the words, ideas, data, or creations of others as one's own. Plagiarism may be intentional--as in a false claim of authorship--or unintentional--as in a failure to document information sources using MLA, APA, CBE, or other style sheets or manuals adopted by instructors in the College. Presenting ideas in the exact or nearly exact wording as found in primary or secondary sources constitutes plagiarism, as does patching together paraphrased statements without in-text citation. Each faculty member will determine appropriate responses to plagiarism. Disciplinary action resulting from confirmed instances of plagiarism and/or cheating may include receipt of a failing grade on an assignment or the course, removal of a student from a class, or expulsion of a student from the College.

Course Schedule:

Schedule of Assignments

- Weeks 1-3 Course overview, student introductions, Chapters 1-4, 1-3 minute anecdotes
- Weeks 4-6 Peer interviews/ Speech of Introduction #1 pp. 73-83, Chapter 12
- Weeks 7-8 Demonstration Speech #2
- Weeks 9-10 Chapters 5-7
- Weeks 11-13 Chapters 8-10, 14, Unit Test #1
- Weeks 14-16 Informative Speech #3
- Weeks 17-18 Chapters 13, 15/ Persuasion, sample speeches
- Weeks 19-20 Chapter 16, Editorial Reports
- Weeks 21-22 Persuasive Speech #4
- Weeks 23-24 Chapter 17, Ceremonial Speech #5
- Weeks 25-26 Group Discussions, Unit Test #2
- Weeks 27-30 Final Speech scheduling, Speech of Proposition #6
- Weeks 31-32 Chapter 18, Continue with Speech of Proposition

Weeks 33-36 Writing Workshop for Final Speech

Weeks 37-40 Final Speech #7

Public Speaking 108

Unit Plans

Students will be able to listen to and analyze speeches effectively and be able to develop, organize, and present messages effectively in public speaking situations.

Text- The Art of Public Speaking- 8th ed. By Stephen E. Lucas

Week 1

9/6- 9/8 Course overview

introductions with names & dreams

ch 1- organizing thoughts by giving directions, organize, tailor, impact, adapt, discuss differences between ps and conversations, nervousness- experience, prepare, think positively, visualize

go over process- speaker, message, channel, listener, feedback, interference, situation discuss cultural diversity- avoid ethnocentrism

Week 2

9/11-9/15

ch 2- discuss definitions of ethics, groups to act as consultants, ethical goals, being fully prepared, be honest, avoid abusive language

plagiarism- global, patchwork, incremental, internet, practice with real sources ethical listening- courteous, attentive, non-prejudice, open mind

ch 3- listening and critical thinking- appreciative, empathetic, comprehensive, critical discuss causes of poor listening- not concentrating, listening too hard, jumping to conclusions, focus on delivery and appearance

discuss how to improve- be serious, active, focused, non-judgmental listen for main points, evidence, technique, notes

Week 3

9/18-9/22

ch4- choosing a topic- brainstorming as a class, interest, purpose formulating specific purpose statements

central ideas

students will share 1-3 minute anecdotes with the rest of class

Week 4

9/25-9/29

pp 73-83 discuss giving the first speech- developing, organizing, speaking extemporaneously, rehearsing, presenting

peer interviews

Week 5

10/2-10/6

ch. 12- delivery- discuss good delivery, methods- reading verbatim, memorizing, impromptu, extemporaneously

discuss voice- volume, pitch, rate, pauses, vocal variety, pronunciation, articulation, dialect

discuss personal appearance, movement, eye contact, gestures

discuss question and answer sessions

work on organizing outlines

work on speech

Week 6

10/10-10/13

speech #1- speech of introduction

speech #1- introduction

Week 7

10/16-10/20

demonstration speech examples

discuss topics and outlines

work on speech

Week 8

10/23-10/27

speech #2- demonstration

speech #2- demonstration

Week 9

10/30-11/3

ch 5 analyzing the audience- centeredness, class, psychology, demographics, age, gender, sex, ethnic background, religion, membership, size, disposition

watch Barbara Bush's commencement address to analyze how she adapts her message, prepare audience questionnaires

ch.6 gathering materials- using knowledgs, library research, newspapers, periodicals, reference books, internet, interviews

Week 10

11/6-11/9

citing research, works cited

ch 7- supporting your ideas-materials, examples, statistics, testimony

Week 11

11/13-11/17

ch 8- organizing the body of the speech- main points, order, preparation, support, transitions, internal previews, summaries, signposts

p.220-exercise for critical thinking

ch 9- beginning and ending- intro- interest, importance, shock, curiosity, questions, stories, quotes, , topics, goodwill, preview
ending-summarize, quotes, drama, reiterate

Week 12

11/20-11/21

ch. 10- outlines- preparation, symbols, indentation, speaking outlines

Week 13

11/27-12/1

ch 14- speaking to inform- types- objects, processes, events, concepts
guidelines- don't overestimate audience knowledge, relate subject matter to audience, don't be too technical, avoid abstractions, personalize ideas
general overview of test #1

Test #1

Week 14

12/4-12/8

review test results

work on speech

outlines

Week 15

12/11-12/15

library research

speech #3- informative

speech #3- informative

Week 16

12/18-12/22
speech #3- informative

Week 17

1/2-1/5

ch 13-visual aids- advantages, types:objects, photos, drawings, models, graphs, charts, video, transparencies, multimedia, speaker guidelines for preparing and presenting

practice with visual aid

ch 15 speaking to persuade- importance, ethics, psychology, listeners process, target audience

Week 18

1/8-1/12

types- questions of fact, questions of value, questions of policy, Monroe's motivated sequence

sample persuasive speeches

Week 19

1/16-1/19

ch 16-methods of persuasion- building credibility, using evidence, reasoning: specific incidences, principle, causal, analogical, fallacies; appealing to emotions

sample persuasive speeches

Week 20

1/22-1/25

library research
editorial reports

Week 21

1/29-2/2

library research

library research

work on outlines for persuasive speech

Week 22

2/5-2/9

speech #4- persuasive

speech #4- persuasive

Week 23

2/12-2/16

ch 17 speaking on special occasions- introduction, presentation, acceptance, commemorative

sample speeches

outlines for speech #5

Week 24

2/19-2/23

February Break

Week 25

2/26-3/2

speech #5- ceremonial

speech #5- ceremonial

Week 26

3/5-3/9

group discussions

group discussions

test review

Week 27

3/12-3/16

Test #2

finish test

Week 28

3/19-3/22

review test results

prepare for speech 6- proposition

prepare for speech of proposition

Week 29

3/26-3/30

sample speeches

outlines for speech #6

speech scheduling

Week 30
4/2-4/5
speech #6- proposition

Week 31
4/6-4/13
Easter Break

Week 32
4/16-4/20
videos of speeches
video analysis of speeches

video analysis of speeches

Week 33
4/23-4/27
ch 18-speaking in small groups-leadership, responsibilities

reflective thinking method- define problem, analyze problem, establish criteria for solutions, generate and select best solution, presenting recommendations

Week 34
4/30-5/4
videos

videos

video analysis

Week 35
5/7-5/11
work on speech #7

Week 36
5/14-5/18
work on speech #7

Week 37
5/21-5/25
work on speech #7

Week 38
5/29-6/1
work on outlines for speech #7

speech #7 and analyses

Week 39

6/4-6/8

speech #7 and analyses

Week 40

6/11-6/15

speech #7 and analyses