



# Public Speaking COM 115



## Course Syllabus for Fall Semester 2012

**Content Area - Communications**

**Discipline Area - Humanities**

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**Credits: 3**

**Course Description** - Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

**Requisite for the Course (Pre or Co):** None

**Instructor:** Trina Smith  
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Office Hours: 11:00 – 11:50 a.m.

**Course Meeting Times: MTRF:**

**W:**

**Textbook:** None

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### Expected Student Outcomes or Competencies

- I. Compare and contrast communication fields including speech communication, interpersonal communication, group communication, organizational communication, mass communication, and intercultural communication.
- II. Demonstrate understanding of these essential factors in public speaking: speaker, message, audience, occasion, purpose, and the critical thinking processes related to each.
- III. Evaluate through critical analysis selected speeches using the following skills: listening, reasoning, and rhetorical criticism.
- IV. Incorporate understanding of these factors into speech performance: source credibility, communication apprehension, and ethics.
- V. Prepare and deliver a variety of speeches including informative and persuasive speeches before a live, synchronous audience giving feedback to the speaker that demonstrate: topic

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selection, audience analysis, organization, academic research strategies and language use.

- VI. Demonstrate understanding of impromptu, extemporaneous, manuscript, and memorized methods of speech delivery.
- VII. Demonstrate understanding of vocal and physical delivery: pitch, rate, volume, vocal variety, body movement, gestures, eye contact, and facial expressions.
- VIII. Demonstrate the ability to select and apply appropriate audio-visual forms of technology.
- IX. Demonstrate an understanding of how writing, conversation, and performance impact public speaking situations.

### COM 115 - Assessment Strategies

1. Work Ethic & Class Attendance
2. Assignments
3. Quizzes
4. Speeches (Impromptu, Manuscript, Narrative, Extemporaneous, Prepared)
5. Class Attendance

**CNCC Assessment Strategy** - As part of its Assessment of Student Learning Plan, CNCC is giving special emphasis to **two student learning goals**. These goals are being applied College-wide, regardless of course or academic program. The two goals are:

1. **CNCC students will be able to think critically.** A critical thinker\* :
  - asks pertinent questions
  - assesses statements and arguments
  - is able to admit a lack of understanding or information
  - has a sense of curiosity
  - is interested in finding new solutions
  - is able to clearly define a set of criteria for analyzing ideas
  - is willing to examine beliefs, assumptions, and opinions and weigh them against facts
  - listens carefully to others and is able to give feedback
  - sees that critical thinking is a lifelong process of self-assessment
  - suspends judgment until all facts have been gathered and considered
  - looks for evidence to support assumptions and beliefs
  - is able to adjust opinions when new facts are found
  - looks for proof
  - examines problems closely
  - is able to reject information that is incorrect or irrelevant

\*From Ferrett, S. *Peak Performance* (1997)
2. **CNCC students will be able to communicate effectively.** An effective communicator:
  - Practice standard usage in oral and written communications, including conventions of grammar, punctuation, mechanics, spelling, diction, and sentence structure.

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- use appropriate diction, tone, voice, point of view, and figurative language, depending upon audience and purpose
- Use computer applications to write and format documents and to create and integrate visual materials where appropriate to support text purpose.
- Use a process of writing that includes independent and collaborative prewriting, drafting, revising, and editing to produce unified, coherent, and well-developed paragraphs and essays that support the expressed or implied controlling idea.
- Summarize, paraphrase, interpret, and synthesize information from a variety of primary and secondary sources.
- Determine topic, analyze audience, conduct research and paraphrase and summarize source material, and develop an effective speaking plan.

\* From *The North Carolina Conference of English Instructors* (1995)

**Integration of Critical Skills:** - *Integration Activities are included for the following competencies:*

- Critical Thinking
- Technology
- Reading
- Written Communication

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### COM 115 - Course Outline

#### I. Overview of Communication

##### A. Speech communication

- “Effective Communication by Wallace & Phillips”
- Speech Purposes – Informative, Persuasive, Special Occasion

##### B. Interpersonal communication

- “How Communication Influences Others – Life Knowledge”

##### C. Group & Organizational communication

- “Components of the Communication Process (Verbal, Nonverbal, Deliver, Interpret & Receiving Messages) – Life Knowledge”

##### D. Source Credibility & Speaker Related Factors

- “Personal & Professional Credibility – Wallace & Phillips”
- Ethos, Pathos and Logos
- Speaker Apprehension

#### II. Speech Delivery Method: Impromptu Speaking

##### A. Purpose

##### B. Examples

##### C. Practical Application: Impromptu Speeches

#### III. Speech Communication & Preparation Skills

##### A. Audience Analysis

- “Audience Analysis – Wallace & Phillips”

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- B. Reasoning & Speech Purpose
  - “Purpose – Wallace & Phillips”
  - “Relevance – Wallace & Phillips”
- C. Critical Thinking & Listening
  - “Art of Speech Evaluation – Wallace & Phillips”
- D. Vocal & Physical Delivery
  - “Components of Effective Vocal Delivery”
  - “Components of Effective Non-Vocal Delivery”
- E. Content Analysis & Rhetorical Criticism

### **IV. Speech Delivery Method: Manuscript Speech**

- A. Topic Selection
- B. Organization
  - “Writing Outlines – Wallace & Phillips”
- C. Practical Application: Voice of Democracy Speech

### **V. Appropriate Use of Technology**

- A. Visual Aids
  - “Visual Aids – Wallace Phillips”
  - “Visual Aids – Life Knowledge”
  - “Speech Rehearsal with Visual Aids – Wallace Phillips”

### **VI. Speech Delivery Method: Narrative Speech**

- A. Narrative Speech Assignment with Visual Aids
- B. Practical Application: Narrative Speech Presentation

### **VII. Support / Research Materials**

- A. “Identifying and Using Available Resources - Life Knowledge”

### **VIII. Speech Delivery Method: Extemporaneous Speaking**

- A. Extemporaneous Topic Analysis
- B. Extemporaneous Topic Research
- C. Practical Application: Extemporaneous Speeches

### **IX. Prepared Speech Preparation**

- A. How to Prepare for a Speech
- B. Selecting a Topic
- C. Organizing and Creating an Outline
- D. Writing a First Draft
- E. Editing your Speech
- F. Adding Impact with Rhetorical Devices
- G. Staging, Gestures & Vocal Inflection
- H. Speech Evaluation

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## X. Speech Delivery Method: Prepared Public Speaking

### A. Practical Application: Prepared Public Speaking

## Grading and Course Policies

**Examinations-** There will not be any exams for this course, there will, however be at least 5 graded speeches (impromptu speech, manuscript speech, narrative speech, extemporaneous speech, prepared speech). These speeches will incorporate information, skills and material covered in lecture and from handout assignments. If you will be missing speech because of an excused absence, contact me in advance in order to discuss your options.

**Quizzes-** Most class periods will begin with a quiz or assignment intended to reinforce important concepts contained in your reading and previous lecture material. Quizzes missed because of tardiness may not be made up.

### Grading:

1. ½ of overall grade will be based on classroom work and work ethic (daily points are a large portion of this grade). The percentage breakdown is as follows:

i. Work Ethic	20 points possible / day	25%
ii. <u>Assignments/Quizzes</u>	<u>Point value varies with assignment</u>	<u>25%</u>
		<b>50%</b>

2. ½ of overall grade will be based on speeches - The percentage breakdown is as follows:

a. Impromptu Speeches.....	10%
b. Manuscript Speech .....	10%
c. Narrative Speech with Visual Aids.....	10%
d. Extemporaneous Speech.....	10%
e. <u>Prepared Speech.....</u>	<u>10%</u>
	<b>50%</b>

**Grades:** Grades are based on ten percentage point intervals as follows:

90-100 %	A
80-89.9%	B
70-79.9%	C
60-69.9%	D
Below 60	F

**Plagiarism:** Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism. "Ideas or phrasing" includes written or spoken material, from whole papers and paragraphs to sentences, and, indeed, phrases but it also includes statistics, lab results, art work, etc. Plagiarized assignments will result in a grade of zero in COM 115

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Please see the CNCC Student Handbook for the CNCC policies regarding plagiarism, harassment, etc.

**“Any student, who believes he/she has a disability, as outlined in the Americans with Disabilities Act, and would like reasonable accommodations, should set up an appointment to discuss this with the instructor.”**