

Speech Communication 212: Fundamentals of Public Speaking

Fall 2012

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And so the teaching of communication will always be with us in some honored or fugitive place just as it has been with us for twenty centuries or more. It will be with us for the most fundamental of reasons: Freedom goes to the articulate. After all, with effective communication I decide who will pay me or love me or vote for me. With effective communication I decide if my people will continue to suffer social discrimination or joblessness or mental distress. With effective communication I decide who will share my truths, honor my gods, appreciate my history.

-Dr. Roderick Hart, University of Texas at Austin

Welcome to the Fundamentals of Public Speaking. In this course you will work to develop practical skills for success such as how to build speeches that people will want to hear and how to deliver them so they will want to hear more. You will also work to develop skills for life such as rhetorical sensitivity, critical thinking, and self-confidence. Like any class concerned with communication skills, you can expect to discover new things about yourself as well as others.

Required Texts & Resources:

- 1) Electronic version of Stephen E. Lucas, The Art of Public Speaking, 11th edition. McGraw-Hill, 2012. The access card for the book is available at the book store for \$95.60 or you may purchase the book through our course Blackboard site for ~\$70.00 [click on "Background Survey" to launch the purchase process]. You are welcome to purchase a hardcover version of the book as well, but all students will need the ebook (current hardcover cost: ~\$145.)
- 2) Amy R. Slagell, Speech Communication 212, Fall 2012 Workbook
- 3) Course Blackboard Site

Assignments:

Exams, Quizzes, and Classwork Assignments:

- 3 Exams 20%
- 5 Lecture Quizzes and 3 Online Quizzes 10%
- Classwork 20%

Major Speaking Assignments:

- Informative Speech 15%
- Persuasive Speech 20%
- Special Occasion Speech 15%

How to Succeed:

Rule #1: Attend Class Well Prepared

By coming prepared to class regularly you will learn the expectations and criteria for each assignment as well as learning strategies that will help you succeed. We want you to develop confidence as a communicator; we want you to do well; we want you to be an audience for your classmates in an effort to become a more effective listener. You need to be in class for those things to happen and you need to do the readings and exercises on the syllabus for the sake of learning.

Attendance in Lecture and Lab will allow you to practice your listening and speaking skills. Excellent attendance will help you succeed. First, you will get the information you need, and second, you will earn bonus classwork points. All quizzes will be given in Lecture and daily attendance taken in Lab. Zero Lab absences earns a 10-point bonus; one

absence a 6-point bonus, and 2 misses a 3-point bonus. Because these are points *for attendance*, they cannot be “made up” by anything other than attendance, even if the absence is excused.

Poor attendance will hurt your potential for success and is unfair to classmates who need an audience. For every recorded Lab absence beyond 4 you will lose 10 points per day in addition to whatever points you missed the opportunity to earn during that class session. **Students who accumulate 7 or more Lab absences (regardless of the cause) will not be able to pass the class.**

Rule # 2: Do Assignments on Time

The speaking assignments are carefully scheduled to give everyone an equal amount of speaking time during the semester. The exercises and Blackboard assignments all aim to help you develop the skills you need to complete major assignments successfully. Keep up with your daily work and reading and you can easily do well.

Speeches must be delivered on the day assigned. Failure to show up or contact your lab instructor on your speaking day will result in an "F" on the speech. Should extraordinary circumstances arise and you decide you cannot speak on the day assigned, you must be in contact with your Lab instructor before class to discuss arrangements and their consequences (penalty is typically a full letter grade deduction for each class period the speech is late). Should a scheduling conflict arise, you can arrange to give a speech early without penalty.

All 3 major speeches (Informative, Persuasive, and Special Occasion) must be delivered in order to pass the course.

Turn in your written assignments either through Blackboard or to your instructor as directed. Unexcused late work will not earn full classwork points, but you must still turn in assignments like speech topic forms in order to get feedback from your instructor. If you know ahead of time that you will be gone you must make arrangements to turn in your work early.

Outlines for the informative and persuasive speeches and the manuscripts for the special occasion speech are to be typed and carefully proofread. Draft outlines are due on workshop days. Final outlines are due at the beginning of class on the day your speech is due and must be uploaded into Blackboard by the end of that day.

Rule # 3: Use the Resources Available to Help You

- Use the 212 Workbook, eBook, and Blackboard site regularly.
- Go to the library; use the Expanded Academic Index and the Class Guides provided online.
- Rely on your Lab instructor, classmates, and Lecturer instructor to help.
- Maximize your classwork points; plan ahead and earn bonus points to learn more and recover lost points.
- If you need accommodations to help you succeed in this class talk to Mr. Anderson during office hours and be sure to visit the Disabilities Resources Office, room 1076 Student Services Building (phone: 294-6624).

Rule # 4: Stay Honest

In this class we value your own voice, experiences and efforts. You can only learn by writing, developing and practicing your own speeches. If you do not understand plagiarism, please read Ch. 2 in the Textbook. Students suspected of Academic Dishonesty or Plagiarism will need to meet with their instructor and the course lecturer to explore the facts and discuss the penalties and the process. Disputed and clear cases will be turned over to the Dean of Students. See W (Workbook) pp. 12-13, 28-32, 62-64, Chapters 2 and 7 of the Textbook, the Blackboard site and sample speeches for information about research and citing sources both orally and in written forms so you can avoid these charges. If you are struggling in any way to get your work completed because of time or other constraints, talk to your lab instructor or lecturer before the assignment is due.

Aug. 20 – Sept. 14

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
19	20 LECTURE What is this course about, how does it work, and how can you do well?	21	22 LECTURE What makes a good public speaker? Workbook (W): Read pp. 8-15 Textbook (T): Read ch. 1 and do #2 in Exercises for Critical Thinking on p. 27 Blackboard : Visit the site and enroll in Connect.	23	24 LAB Meet your lab classmates. Discuss Ethics and Intro Speech. W: Bring W to class T: Read ch. 2 <u>Blackboard: Background survey due by midnight</u>	25
26	27 LAB <u>Deliver Introductory Speeches</u> <u>W: Do assignment p. 16-17</u> T: Read ch. 3	28	29 LAB <u>Finish Introductory Speeches</u> Form Learning Groups and Introduce Paired Perspectives W: Read pp. 20-23 T: Read ch. 5 and do #3 in Exercises for Critical Thinking on page 94	30	20 LECTURE Informative Speaking <u>1st Lecture QUIZ</u> T: Read ch. 9 & pp 277-285 in ch. 15	1
2	September 3 No Class University Holiday	4	5 LECTURE How do you begin and end? How do you move from point to point? T: Read ch. 10 W: Read pp. 25-29 Do Flawed Introductions Exercise, p. 45	6	7 LAB How do you build an outline? Paired Perspectives Prep. T: Read ch. 11 W: Review pp. 30-40 and do p. 44 Blackboard: Sign up for Speaking Days for the Semester	8
9	10 LAB <u>Deliver Paired Perspectives Speeches</u> T: Read Ch. 4 W: Bring p. 113 to class See pages 22-23 in workbook for sample outline.	11	12 LAB <u>Deliver Paired Perspectives Speeches</u> Discuss Informative Speech Topics W: Bring p. 113 to class	13	14 LECTURE How do you keep from being boring? Develop your ideas! W: Read pp. 14-15 and 51 T: ch. 6 and pp. 286-296 in ch. 15 <u>Blackboard: Informative Speech Topic Form Due by Midnight</u>	15

Sept. 17 – Oct. 12

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
16	<p>17 LECTURE How do you keep from being boring? Use strong delivery and visual aids!</p> <p>T: Read chs. 13 & 14 W: Read pp. 46-50</p> <p>Check Topic Form feedback on Blackboard.</p>	18	<p>19 LECTURE <u>EXAM!</u></p> <p>Study guide will be distributed via email and/or Blackboard. All previous readings and lectures will be covered on exam.</p>	20	<p>21 LAB Delivery Exercises</p> <p>W: Read p. 52-53 & work on your speech</p> <p><u>Blackboard: Quiz due Sunday at midnight.</u></p>	22
23	<p>24 LAB <u>Informative Speech Workshop 1</u></p> <p>Speakers for the first 2 days of persuasive speeches come to Lab <u>with 2 copies of completed outlines</u> for workshop activities.</p> <p>See pages 35-37 in workbook for sample outlines.</p>	25	<p>26 LAB <u>Deliver Informative Speeches</u></p> <p>Speakers: Bring <u>a copy of final outline and W p. 115 – upload outline to Blackboard for points.</u></p> <p>Critics: Bring peer critique forms, W <u>pp. 117, 119.</u></p>	27	<p>28 LAB <u>Deliver Informative Speeches</u></p> <p>Speakers: Bring <u>a copy of final outline and W p. 115 – upload outline to Blackboard for points.</u></p> <p>Critics: Bring peer critique forms, W <u>pp. 117, 119.</u></p>	29
30	<p>1 LAB <u>Informative Speech Workshop 2</u></p> <p>Speakers for last 3 days bring <u>2 copies of your preparation outline</u> for the Informative Speech.</p> <p>See pages 35-37 in workbook for sample outlines.</p>	2	<p>3 LAB <u>Deliver Informative Speeches</u></p> <p>Speakers: Bring <u>a copy of final outline and W p. 115 – upload outline to Blackboard for points.</u></p> <p>Critics: Bring peer critique forms, W <u>pp. 117, 119.</u></p>	4	<p>5 LAB <u>Deliver Informative Speeches</u></p> <p>Speakers: Bring <u>a copy of final outline and W p. 115 – upload outline to Blackboard for points.</u></p> <p>Critics: Bring peer critique forms, W <u>pp. 117, 119.</u></p>	6
7	<p>8 LAB <u>Deliver Informative Speeches</u></p> <p>Speakers: Bring <u>a copy of final outline and W p. 115 – upload outline to Blackboard for points.</u></p> <p>Critics: Bring peer critique forms, W <u>pp. 117, 119.</u></p>	9	<p>10 LECTURE Persuasive Speaking: What is it and what do you need to do to get started?</p> <p>T: Read ch. 16 and do the online Learn Smart Module for the chapter. W: Read pp. 56-61</p>	11	<p>12 LECTURE How do you organize ideas to help make them work?</p> <p>T: Do #3 and 5 in Exercises for Critical Thinking on page 323.</p> <p><u>Blackboard: Persuasive Speech Topic Ideas Analysis form due by midnight</u></p>	13

Oct. 15 – Nov. 9

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
14	15 LECTURE How do you prove it? Use Support Materials and Reasoning! QUIZ T: Read ch. 17 and do # 2, Exercises for Critical Thinking on page 351 W: read pp. 62-69 Check Topic Ideas feedback on Blackboard.	16	17 LAB Persuasive Speech Exercises 1 <i>Bring questions about the speech assignment to class.</i> W: Read pp. 70-80 T: Read ch. 7 and do #2 in Exercises for Critical Thinking on page 139	18	19 LECTURE How do you increase your persuasive power? Make the most of Language use, delivery and visual aids. W: Read pp. 82-83 T: Use ch. 8 as needed <u>Blackboard: Quiz due Sunday at midnight.</u>	20
21	22 LECTURE EXAM 2 Study guide will be distributed via email and/or Blackboard. All readings and lectures from 10/10 - 10/19 will be covered on the exam.	23	24 LAB Persuasive Speech Exercises 2 <u>Blackboard: Researching the Persuasive Speech Worksheet due by midnight</u>	25	26 LAB Persuasive Workshop 1 Speakers for the first 2 days of persuasive speeches come to Lab <u>with 2 copies of completed outlines</u> for workshop activities. See pages 70-79 in workbook for sample outlines.	27
28	29 LAB <u>Deliver Persuasive Speeches</u> Speakers: <u>Bring final outline and W p. 121 – upload your outline to Blackboard.</u> Critics: Bring peer critique forms, <u>W pp. 123, 125.</u>	29	31 LAB <u>Deliver Persuasive Speeches</u> Speakers: <u>Bring final outline and W p. 121 – upload your outline to Blackboard.</u> Critics: Bring peer critique forms, <u>W pp. 123, 125.</u>	1	November 2 LAB Persuasive Workshop 2 Speakers for the last 3 days of persuasive speeches come to Lab <u>with 2 copies of completed outlines</u> for workshop activities. See pages 70-79 in workbook for sample outlines.	3
4	5 LAB <u>Deliver Persuasive Speeches</u> Speakers: <u>Bring final outline and W p. 121 – upload your outline to Blackboard.</u> Critics: Bring peer critique forms, <u>W pp. 123, 125.</u>	6	7 LAB <u>Deliver Persuasive Speeches</u> Speakers: <u>Bring final outline and W p. 121 – upload your outline to Blackboard.</u> Critics: Bring peer critique forms, <u>W pp. 123, 125.</u>	8	9 LAB <u>Deliver Persuasive Speeches (Intro to Special Occasion)</u> Speakers: <u>Bring final outline and W p. 121 – upload your outline to Blackboard.</u> Critics: Bring peer critique forms, <u>W pp. 123, 125.</u> W: Read pp. 88-92	10

Nov. 26 – Dec. 7

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
11	<p>12 LECTURE Speaking on Special Occasions & Language Use</p> <p>T: Read Ch. 18 & 12 and do #3 in Exercises for Critical Thinking on page 237</p> <p>W: Read pp. 93-104</p>	13	<p>14 LECTURE Special Occasion Speeches and Course Summation</p> <p><u>Final Quiz</u></p> <p>W: Do “Stylistic Devices Exercise,” pp. 105-107</p>	15	<p>16 NO CLASS</p> <p><u>Blackboard: Special Occasion Topic Form due at Midnight</u></p> <p><u>Blackboard: There is a quiz due the day you get back. Get ahead by finishing it now!</u></p>	17
18	<p>19 NO CLASS</p> <p>University Holiday</p>	20	<p>21 NO CLASS</p> <p>University Holiday</p>	22	<p>23 NO CLASS</p> <p>University Holiday</p>	24
25	<p>26 LAB <u>IMPROMPTU SPEECHES</u> <u>W, p. 137</u></p> <p>Check Topic Form feedback on Blackboard.</p> <p><u>Blackboard: Quiz due tonight at midnight.</u></p>	27	<p>28 Lab Stylistic Device Workshop</p> <p>W: Read pp. 108-109</p>	29	<p>30 LAB Special Occasion Speeches Workshop</p> <p><u>Bring 2 copies of special occasion manuscript</u></p> <p>See pages in workbook for sample manuscripts.</p>	1
2	<p>December 3 LAB <u>Deliver Special Occasion Speeches</u></p> <p>Speakers: <u>Bring final manuscript and W pp. 127, 129 – upload manuscript to Blackboard.</u></p> <p>Critics: Bring <u>W, pp 131, 133</u></p>	4	<p>5 LAB <u>Deliver Special Occasion Speeches</u></p> <p>Speakers: <u>Bring final manuscript and W pp. 127, 129 – upload manuscript to Blackboard.</u></p> <p>Critics: Bring <u>W, pp 131, 133</u></p>	6	<p>7 LAB <u>Deliver Special Occasion Speeches</u></p> <p>Speakers: <u>Bring final manuscript and W pp. 127, 129 – upload manuscript to Blackboard.</u></p> <p>Critics: Bring <u>W, pp 131, 133</u></p> <p>Final Day for Any Assignment Submission.</p>	8

Classwork assignments listed by the order in which they are due:

Background Survey	___ out of 5
Introductory Speech	___ out of 10
Paired Perspective Speech Topic Form	___ out of 10
Paired Perspective Speech	___ out of 15
Informative Speech Topic Form	___ out of 10
Informative Speech Workshop	___ out of 10
Informative Speech Final Outline	___ out of 20
2 Informative Speech Peer Critiques	___ out of 10
Persuasive Speech Topic Form	___ out of 15
Researching the Persuasive Speech	___ out of 15
Persuasive Speech Workshop	___ out of 10
Persuasive Speech Final Outline	___ out of 20
2 Persuasive Speech Peer Critiques	___ out of 10
Special Occasion Speech Topic Form	___ out of 10
Impromptu Speech	___ out of 10
Outside Speech Observation Form*	___ out of 10
Special Occasion Speech Workshop	___ out of 10
Special Occasion Speech Final Manuscript	___ out of 10
2 Special Occasion Speech Peer Critiques	___ out of 10
<u>Total Possible Classwork Points</u>	___ out of 220

Make-Up Work Options to Replace Missed Classwork Points:

I gave a Speech! Bonus Real Speech Reflection*	___ out of 5
Bonus Outside Speech Observation Form*	___ out of 5
Bonus Speech Recording Reflection*	___ out of 10
Attendance Bonus	___ out of 10
Lab Bonus	___ out of 10

*These assignments and make-up options must be submitted within one week of when the speech was seen, recorded, or presented. The last day for any submission is December 7th.

SpCm 212 Final Grade Scale. Based on Weighted Totals: 3 Exams 20%, 5 Lecture Quizzes 10%, Classwork 20%, Informative Speech 15%, Persuasive Speech 20%, Special Occasion Speech 15%. Please be aware that we do not round up any scores.

- A 93 - 100
- A- 90 - 92.99
- B+ 88 - 89.99
- B 83 - 87.99
- B- 80 - 82.99
- C+ 78 - 79.99
- C 73 - 77.99
- C- 70 - 72.99
- D+ 68 - 69.99
- D 63 - 67.99
- D- 60 - 62.99