

Oral Communication 101

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Hours: 3:10-3:45 PM
And by appointment

Course: SPCH 101
Section #: 3317
Course Day: Friday
Course Time: 3:50-6:50 PM
Course Location: Inst.1012

Course Description:

Welcome to Speech 101. This is NOT an advanced speaking class. This course will provide you with an introduction to public speaking and will address the content accordingly.

This class is designed to provide you with the necessary foundational tools to effectively participate in public speaking situations that you may encounter in social or professional settings. The best way to become a better and more confident speaker is to practice! Practice! Practice!

Course Objectives:

Upon completion of this course, students will be able to:

1. Effectively research, organize, and develop informative, persuasive, and special occasion speeches. Students will also be competent in clearly organizing impromptu speeches.
2. Practice the basics of rhetorical criticism skills.
3. Actively listen and become a better consumer of public information.
4. Enhance the development of their critical thinking skills.
5. Orally present effective speeches, each with a logical progression of ideas clearly researched and documented.

Student Learning Outcomes:

At the end of the semester, students will know and/or be able to:

**Construct a speech mapping outline which includes an introduction, body, and conclusion with a Works Cited page attached.*

**Demonstrate the ability to write and adapt the content of a speech to the target audience by conducting an audience analysis.*

**Demonstrate the ability to deliver a well-structured speech to a target audience that includes the use of presentational aids.*

Assessment for these Student Learning Outcomes will include a collection of outlines, in-class activities, in-class evaluations of speeches presented, in-class discussion and/or assignments

Required Text: Fujishin, R. *The Natural Speaker*. (6th Edition). Boston: Pearson.

Course Requirements:

	Points Received	Points Possible	Tentative Due Date
Participation		30	-
Introductory Speech		10	-
Special Interest Speech		10	-
Exam 1		25	-
Informative Speech		50	-
Persuasive Speech		50	-
Journals (5 pts each)		25	-
*Extra Credit		*10-20	-
Exam 2		50	-
Special Occasion Speech		50	-

*Use this to keep track of your core grade Total: 300

Grading Procedure:

CORE	Grade	Percentage	Points
	A	90-100%	270-300 (-30)
	B	80-89%	240-269 (-60)
	C	70-79%	210-239 (-90)
	D	60-69%	180-209 (-120)
	F	0-59%	0-179

*Your final grade is determined by the number of points you accumulate (CORE GRADE) ALONG WITH YOUR LETTER GRADE ON YOUR SPEECHES

METHODS OF INSTRUCTION

Instruction will consist of lectures, critique of guest speakers, class discussions, class activities; including writing and performing a news show, television commercials and or infomercials.

There will be 5 Speeches given in class so plan your time for research, writing and practice accordingly.

You will be required to “dress for the occasion” on the day of your SPECIAL OCCASION Speech, which is your final exam.

Unless otherwise indicated, each speech will be 3-5 minutes in length. After your INTRODUCTORY SPEECH, all speeches will be given with the use of 5 x 8 note cards. * The SPECIAL OCASSION speech is a manuscript speech. (This means that you will write your speech entirely and present it verbatim).

Your participation in class activities will assist you in overcoming speech anxiety (stage fright) and provide opportunities for interpersonal and group communication.

You will be required to present a type-written summary of each chapter in the book. In class activities will consist of presentation of Speeches Discussion of chapters in text, group activities video presentations and quizzes. Our class discussions are invigorating and lively we occasionally have guest speakers from the community.

GROUP ASSIGNMENT: Each person will be a part of a group for discussions, critiques and various assignments. You will be graded for your individual participation.

METHODS OF EVALUATION

GRADING: Grades will be calculated on a combination of

Homework assignments/ Chapter Summaries-20%

Class Participation= 30%

Proper Presentation of all Speeches with proper outlines = 50%

*For 5 week classes: Two chapter summaries per week (type-written) are due BEFORE the end of the week. At least ONE speech per week will be given. This is a fast-paced, but very rewarding class. Class attendance and participation are essential.

-----IMPORTANT-----

All students will respect the professor and each other, and conduct themselves in a manner that is APPROPRIATE for a college setting. (This includes attire). Campus police are readily available for any disruptive or inappropriate behavior.

RULES TO REMEMBER:

1. No chewing gum, grade points will be deducted if you chew gum during any speech presentation.
2. All outlines are to be handed in on NOTE CARDS ONLY! 5 x 8.
3. When your class mate is giving a speech DO NOT walk across the room.
If you are entering the room, you may enter quietly and wait by the Door until the speaker is finished.
4. ADDING or DROPPING a class is YOUR responsibility through the ADMISSIONS office.
5. BE sure to use your full legal name (as registered) on all Materials.
6. BE SURE to CLEARLY state your full legal name at the beginning of EACH speech.
7. NO SWEARING!!!

In spite of the rigorous schedule, the class is fun and life-changing. Many students have enhanced their personal, professional and social communications skills through application of the information that they learned in this class. Give it your best and enjoy the class.

STUDENTS WITH SPECIAL NEEDS

If you have any health impairments that require regular Medication, or any other disability that might affect your performance in class, and would like for your teacher to make special accommodations, please call our campus Special Services Department at 818 364-7734 as soon as possible. They will help you arrange special accommodations for your class.

The special needs of each student are met, in part by

- 1) group discussion at the “peer” level, providing for the interchange of ideas;
- 2) reading materials supplementing the required text material, and
- 3) availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

TENTATIVE COURSE SCHEDULE

SIXTEEN WEEK CLASSES will generally follow this schedule, May change as necessary.

WEEK 1-Discussion of Syllabus, overview of class

WEEK 2-Get Acquainted, in class activities/ Chapter One summary assigned.

WEEK 3-4-INTRODUCTORY SPEECHES/Preparation for CULTURAL UNIQUENESS SPEECHES

WEEKS 5-6—Presentation OF CULTURAL UNIQUENESS SPEECHES

WEEK 7-View video/In Class Discussion/ Chapters 6 & 7 summaries assigned (Speech Organization)—Detailed discussion on OUTLINING (DO NOT miss this class!)

WEEK 8 - Preparing and brainstorming INFORMATIVE SPEECH topics/ GROUP ACTIVITY/Create a TELEVISION NEWS SHOW (preparation for informative speeches)/ Chapter 8 Summaries assigned.

WEEKS 9-10- (MID TERM) Presentation of INFORMATIVE SPEECHES/Chapter 9 summary assigned

WEEK 11-Discussion-Preparation for PERSUASIVE SPEECHES/
GROUP ACTIVITY Produce an INFORMERCIAL/COMMERCIAL in
preparation for PERSUASIVE SPEECH

WEEKS 12-13- Presentation of PERSUASIVE SPEECHES/ Chapters
10 & 11 assigned.

WEEK 14-Discussion- Preparations for SPECIAL OCASSION
SPEECHES (FINAL EXAM)

WEEKS 15&16- Presentation of SPECIAL OCASSION SPEECHES
(FINAL EXAM). This is also the night of our class party!

Important Dates	
Last Day for a Refund.	
Last Day to Add.	
Last Day to Drop Without a "W."	
Last Day to Drop With a "W."	