

Communication Studies 101 Syllabus, Public Speaking

College: Los Angeles Mission College
Session: Spring Year: 2014

Section: 3361, Time: 3:30PM-6:40PM, Day: Monday, Room: INST 1012

Instructor: Juliet Wallace

Messages: (909) 941-4866 from 9AM to 9PM (speak slowly and clearly) Do not expect a reply from any other number. Do not e-mail nor text message.

Office hours: 6:40PM – 7:15PM in the tabled atrium

Accommodations: Students with special needs, please, advise me at the beginning of the course as to any accommodations we can effect to make you comfortable in class. For more information you may also contact the director of the Disabled Students Programs and Services (DPPS).

Emergency

Procedures: If a campus emergency that poses a risk to students occurs, please be prepared to immediately follow my instructions. Do not exit the classroom until instructed to do so. If building evacuations are required, you will be asked to leave all of your nonessential personal belonging in the classroom, as you quickly, orderly, and safely exit the classroom and the building. Proceed to a safe location near the walkway intersection. I will lock the classroom behind me and meet you outside the building in order to account for your presence and safety.

Course

Description: 101 Oral Communication transferable to UC/CSU 3 Units

Prerequisite: none.

This is an introduction to the basic phases of public speaking, ethics, critical thinking, and listening. Extemporaneous speaking techniques are addressed through expository and persuasive presentation.

Course

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

- Effectively research, organize, and develop informative and persuasive speeches
- Clearly organize extemporaneous speeches
- Competently write a rhetorical criticism
- Actively listen
- Become a better consumer of public information
- Hone critical thinking skills
- Orally present effective speeches, each with a logical progression of ideas clearly researched, orally cited, and documented.

Student Learning

Outcomes: At the end of the semester the student will be able to:

- Construct a speech outline that includes an introduction, body, and conclusion with a MLA Works Cites page attached.
- Demonstrate the ability to write and adapt the content of a speech to the target audience by conducting and audience analyses.
- 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, evaluation of speeches presented, and in-class discussion.

Text: The Natural Speaker, Randy Fujishin 7th Edition (Required)
The MLA Guide for Writers of Research Papers, Joseph Gibaldi (any edition or facsimile in hardcopy, required for 2nd meeting class)

Materials: A highlighter for the 2nd meeting of class (required); one package of 3x5" white "quotation" cards (required); a large "blue" or "green" examination book (required); a soft report folder with a clear plastic front cover (required); a 3x4' poster board for visual aids (optional); adhesive tape (optional)

Participation: While we do not grade on attendance, we do grade on participation and you cannot participate if you are not in attendance. Attendance in a performance class is essential as each student must be both speaker and audience for his or her classmates. If you are late or leave early you will lose 5 points. For each absence you will lose 10 points: after one absence you may be dropped from the course. Roll will be taken at the beginning of each class session and may be taken at the end of each class session. It is your responsibility to officially drop the class if you are no longer attending.

Cheating: Plagiarism and/or cheating is/are unacceptable behavior(s), which will result in expulsion from the class and may result in expulsion from the college. Examples include but are not limited to: a) submitting the work of another as one's own; b) using notes when directed that they are not permitted; c) using someone else's social security number as one's own; d) taking published material or taking material from electronic databases without giving credit to the author, etc.; and, e) taking any electronic device into the final exam.

Prerequisite: Demonstrated proficiency in spoken and written English approximately that of the English 28 is required for the student hoping to complete this course with a satisfactory grade. ESL students should be enrolled in Speech 113.

Examination: The final examination will be on Monday, June 9th and will consist of materials from lecture/text, handouts, and student speeches. Please do not schedule a vacation on the final examination day, as your attendance is compulsory. The exam will take 2 hours: anyone leaving prior to that time will be required to submit his/her exam in its current state of completion. In order to take the examination you are required to bring a large, unmarked “blue book” or “green book”. It may be purchased at the college bookstore (approximately cost 50 cents)

Portfolio: An 8 ½” x 11” report folder with a clear, soft cover must be kept which includes the following items: a title page, all outlines, all Works Cited pages, and the “rhetor” speech excerpt. The title page requires your name, the section number, course name, time and place of class, your student ID number, the date, and my name. This class folder must be presented in person (not by proxy nor by mail) on Monday, June 2nd. You will be turning in original copies of your work with their corrections. If you want a copy of any of these materials for yourself, make a copy prior to turning in the originals, as this portfolio will not be returned. Incomplete class folders will lose 20 points per item, so please keep your materials in a safe manner. Failure to turn in your entire portfolio will result in a 150 point deduction.

The Buddy System:

As strongly as possible, I encourage you to find someone with whom you are simpatico and are able to share telephone numbers. This person may be able to help you should you miss class. It is, of course, purely voluntary.

Note Taking: Since communication is a skill combining thinking, listening, and speaking, it is of the utmost importance that only handwritten notes on lectures and speeches are carefully taken throughout the semester. Do not interrupt this process by conversing or using electronic equipment causing you to be dismissed from the class. I have a policy of zero tolerance for this type of rudeness.

Forms: All outlines and Works Cited pages must be typed and stapled together before class. Works Cited pages require the exclusive use of Modern Language Association’s Format (MLA), as found on their website, or in an English 101 grammar book, or as a handout from the library, or in the MLA Guide for Writers of Research Papers, by Joseph Gibaldi.

Holidays and

Vacation Days: Monday, February 17th Presidents’ Day (Observed)
Monday, March 31st Cesar Chavez Day
Monday, April 7th Spring Break
Monday, May 26th Memorial Day (Observed)

- Dress:** No caps, heavy coats, dark glasses (unless prescription), nor clothing with obscene writing or pornographic images may be worn during a presentation. The appropriateness of dress is important to one's image and grade.
- Behavior:** The student will conduct himself or herself with decorum. Any breach in acceptable classroom behavior, like conversing during a lecture or while a classmate is giving a speech, will result in your dismissal for the remainder of the evening and loss of 10 points. You must never walk in during a student's presentation. No cell phones may ring during class. Absolutely no text messaging. Anyone doing so will lose 10 points. As facilitators, we are concerned about interpersonal communication, not telecommunications nor extraterrestrial communications! Please, remember the Golden Rule and try to make your classmates comfortable during their presentation. Anyone using obscene language will be summarily dismissed from the course. The use of obscene or vulgar language will not be tolerated in speeches nor the classroom.
- Responsibility:** It is my hope, along with good time management, organization, critical thinking skills, and all the other academic concepts you will take from college, that foremost you will pride yourself in having developed a sense of personal responsibility. I think I speak for most teachers when I say that we do not want to hear, "My dog ate my homework".
- Visitors:** Visitors are permitted only with my prior approval.
- Course Review:** Lecture material will be reviewed on Monday, June 2nd but student speeches will not be reviewed, so always take good notes.

Note bien: Learn the first names of your classmates.

Good Luck
Buena Suerte
Zhu ni haoyun
Chuc may man

PRESENTATIONS MARK YOUR CALENDARS

DATE/NAMES	THEMES/GENRES	TIMES
1) March 3 rd March 10 th	A – L “Where in the World is Carmen San Diego?” M – Z Speaking to Inform	4-5 minutes
2) March 17 th March 24 th	A – L “A Speaker Who Changed the World” M – Z Speaking to Inform	5-6 minutes
3) April 21 st April 28 th	A – L “From Sea to Shining Sea” M – Z Speaking to Convince	6-7 minutes
4) May 12 th May 19 th	A – L “America has a Rendezvous with Destiny” M – Z Speaking to Persuade	9-10 minutes

All speeches must be accompanied by a full sentence outline (as described on the “Catchy Title” page) and a MLA Works Cited page. No speech shall be given nor any credit accrued thereof without these documents.

GRADING

1) Participation		100 Points
2) Carmen	Expository Outline/Works Cited	50 Points 50 points
3) Speaker	Expository Outline/ Works Cited	100 Points 50 Points
4) Shining Sea	Convincing that a Nat’l Problem Exists Outline/Works Cited	150 Points 50 Points
5) Rendezvous	Persuading to Solve US/International Problem Outline/Works Cited	200 Points 50 Points
6) Final Exam	Lectures, Speeches, and Text	<u>200 Points</u>

Total 1000 Points

Scale

900 – 1000 = A
 800 – 899 = B
 700 – 799 = C
 600 – 699 = D
 Below 600 = Try Again

Your Name
Instructor
Theme
Date

“Catchy Title”

General Purpose: To (Inform, Convince, Persuade, Entertain, Reaffirm, Actuate, Motivate, Demonstrate, Introduce, etc.)

Specific Purpose: To... complete with a full and very specific sentence.

Central Idea: Write a full thesis sentence of what you are planning to say

I. Introduction

A. Attention Step – (Select one of these strategies and put it in parenthesis on your outline: Unique event, Rhetorical question, Non-verbal communication, Startling statement, Startling statistic, Humor or Quotation). Now write out the content in a full sentence(s).

*B. Identification Step – link the speaker (you), the message (your topic), and the audience (your classmates) Write the content in a full sentence(s).

C. Thesis Statement or Proposition – restate your central idea directing it to your target audience.

D. Preview – state two areas you will cover.
1. Will correspond with A in the body
2. Will correspond with B in the body

II. Body (Select one or more of the following organizational strategies) Topical, Chronological, Question and Answer, Cause and Effect, Rhetorical Question or Spatial).

A. Write your 1st heading phrase here
1. Write your 1st point here
2. Write your 2nd point here
3. Etc.

B. Write your 2nd heading phrase here
1. Write your 1st point here
2. Write your 2nd point here
3. Etc.

III. Conclusion

A. Final statement (put one of these concluding strategies in parenthesis: Summary, Restatement, Highlighting, Rhetorical Question or Quotation). Now write a full content sentence(s).

In a five-minute speech, about 1-1.5 minutes should be devoted to the introduction, 3-3.5 minutes to the body, and about 30 seconds to the conclusion. As to indention, follow the classic Roman outline form as seen on this page.