

# Speech Communication 101 Oral Communication Spring 2013

6:50-10:00 W Classroom # INSTR 1012 Section # 3445

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Office Hours: Monday from 6:30-7:30 HFAC 103A

## **Course Description and Course Objectives:**

This course is intended to help you to become a more effective, confident, and competent communicator. It emphasizes the development of skills that will enable you to prepare and deliver various types of speeches. Specifically, this course is organized to help you:

1. Develop critical listening, thinking, and analytical skills.
2. Develop the ability to convey and evaluate messages orally with clarity, accuracy, and conviction.
3. Develop the ability to organize a message effectively.

## **Student Learning Outcomes:**

The student will be able to:

1. Construct a speech mapping outline which includes an introduction, body, and conclusion with a Works Cited page attached.
2. Demonstrate the ability to write and adapt the content of a speech to the target audience by conducting an audience analysis.
3. Demonstrate the ability to deliver a well-structured speech to a target audience that includes the use of presentational aids.

## **Required Texts:**

Fujishin, Randy. *The Natural Speaker*. Boston: Allyn & Bacon, 2012. Print.  
ISBN-13: 9780205753680

## **Required Material:**

2 Scantron forms #882

Access to a computer (all papers and outlines will be typed double spaced in 12pt Times New Roman Font)

Access to a working printer with ink (“my computer ran out of ink is not an excuse”)

Stapler (My biggest pet peeve is unstapled papers; they have a tendency to get lost)

## **Course Requirements:**

**Speeches and Outlines** – Your main speeches consist of an introduction and anecdotal speeches which are the first two speeches graded credit/no credit and two other graded speech presentations. The informative and persuasive speeches are heavily weighted toward your overall grade in the class and must be accompanied by an outline and require topic approval by the date noted in the schedule. On the day specified on the schedule, at the beginning of class, you will turn in a **TYPED COMPLETE SENTENCES**. You will not be permitted to present if you do not provide an outline **BEFORE** you deliver your speech. Speeches and outlines are graded on substance, organization, language, and delivery.

**Introduction Speech:** In this 1-2 minute credit/no credit presentation; you will introduce a partner to the class.

**Anecdote Speech:** In this 2-3 minute credit/no credit speech; you will share a short story with your audience.

Informative Speech and Outline: This 5-6 minute speech should serve to educate the class within a general topic area. Your informative rough draft is 5% while your **speech and outline** are worth 10% of your course grade. Minimum of 3 credible sources cited in outline with corresponding APA reference page.

Persuasive Speech and Outline: This 5-7 minute speech should advocate the support of, or change in, a current attitude and/or social behavior. Your position should be one that has substantial opposition in the general population. Your persuasive **speech and outline** are worth 20% of your course grade. Minimum of 5 credible sources cited in outline with corresponding reference page.

Impromptu Speeches: 2-3 minute speeches that will be performed as often as possible. These speeches are designed to get students comfortable with organizing speeches and talking in front of an audience with little preparation. No outline needed. Each impromptu speech is worth 1/2-1%.

Written Assignments – Each student will complete a number of 1-2% assignments in which course concepts are applied to various speaking situations. These assignments are designed to improve your critical understanding of public discourse, ability to critically analyze speeches, and enhance your own public speaking skills.

Exams – There will be two multiple choice format exams on text readings and lecture materials. Students should bring a Scantron #882 and #2 pencils with erasers to class. Exam 1 is worth 15% of your course grade and the Exam 2 (the Final Exam) is worth 15% of your course grade. No one is allowed to leave and reenter the classroom during the test or show up late after someone has completed the test and left the room. This will result in an automatic failure on the test.

### **Policies:**

Due Dates – We are on a tight schedule. Assignments are due on assigned days. Extensions and make-ups are **NOT** available without documentation. Documented illnesses or emergencies may be accepted as an excused absence (No notes from family members will be accepted). If an emergency arises, you must contact the instructor **before** the assignment is due and supply documentation when you return. **No Late Work is Accepted.**

Attendance and Participation are essential in a course of this nature since a major part of the course involves presenting and responding to speeches. Any missed quizzes and in class work cannot be made up!

Excused Absences: Absences due to personal illness or medical emergencies must be cleared via written documentation **ON THE DAY YOU RETURN TO CLASS** (no exceptions). Changes in work schedule, personal celebrations (e.g., birthdays), transportation problems, etc. are **NOT** considered to be legitimate excuses for an absence. If you are traveling on College related business, you should notify me **in advance** of your scheduled absence.

Day of Speeches: Outlines and speeches will be docked 50% if they are not turned in on time or if you show up late for your presentation! You will be docked 100% of your grade if you do not appear on the day you are scheduled to present. You will also be docked 50% if you interrupt a classmate's speech by walking in when a "do not enter" sign is visible on the door.

Promptness is expected as a general rule, but especially on speech days. If you should happen to be late on a speech day, wait outside the door until you hear applause and then enter. Habitual tardiness over the course of the semester will count against your participation grade.

Participation – The quality and quantity of your participation may be used to determine course grades in borderline cases. Constructive feedback to other speakers is a responsibility of all class members and entails being honest and helpful in evaluations, using descriptive rather than prescriptive language, and providing negative comments with constructive recommendations. **NO TEXTING OR CELL PHONE**

**USE PERMITTED.** Participation points will be deducted for every occurrence. It is not possible to participate if you are not in class.

Academic Honesty – Students are responsible for understanding and adhering to College policies regarding academic honesty. Cheating in any form, or plagiarizing any part or parts of any oral or written work is automatic grounds for receiving a failing grade in the course. In addition, a report will be filed with the Dean of Students for further possible action (including expulsion from the College).

TURNITIN.COM- Under 25% plagiarized will not be penalized. Any plagiarism rating between 25%-50% will need to be rewritten. There will be no deduction if it is rewritten before the due date. Deductions will vary depending on the plagiarism rating. Plagiarism ratings over 50% will need to be rewritten or it will result in an automatic ZERO on the assignment.

### Grading

CR/NC*	Introduction Speech
CR/NC*	Anecdote Speech
5%	Impromptu Speeches
5%	1 <sup>st</sup> Draft of Informative Speech Outline
10%	Informative Speech & Outline
20%	Persuasive Speech, Outline & Rough Draft
15%	Reflections, observation, topic approvals, and peer evaluations
10%	In Class Quizzes
15%	Exam 1 (Midterm)
15%	Exam 2 (Final Exam)
100%	Total number of points in the class

\*Note: Credit/No Credit oral and written assignments consist of peer feedback, speech topics, impromptu speeches, etc. I reserve the right to adjust final course grades on the basis of your performance on these activities.

**\*All graded outlines, graded speeches & exams must be completed to receive a passing course grade.**

### Course Grades Will Be Determined Using the Following Scale:

90-100	= A	60-69.99	= D
80-89.99	= B	0 -59.99	= F
70-79.99	= C		

### Reasonable Accommodations:

It is the policy of the Los Angeles Community College District ( LACCD) and Los Angeles Mission College to accommodate students with disabilities, pursuant to federal law, state law and Los Angeles Mission College's commitment to equal educational access.

Any student with a disability who needs accommodations, please contact the Disabled Students Programs (DSP&S) phone number [818-964-7732](tel:818-964-7732) or TDD [818-364-7861](tel:818-364-7861) to discuss the steps you will need to take to arrange for accommodations . You may also email DSPS at [gonzala@lamission.edu](mailto:gonzala@lamission.edu) (Adrian Gonzalez)

DSPS office provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, and the like.

## The link to a complete list of Student Services

<http://lamission.edu/de/student-services>

### Tentative Course Schedule

- 2/6 Go over Syllabus and **CR/NC Introduction Speeches**
- 2/13 Course Introduction  
\_\_\_\_\_ chapter 1  
\_\_\_\_\_ chapter 2  
\_\_\_\_\_ chapter 3  
Listening  
\_\_\_\_\_ chapter 7
- 2/20 **CR/NC Anecdote Speeches** \*2% Reflection paper #1 due (ch. 1&2)
- 2/27 Organizing Your Speech \*2% Reflection paper #2 due (ch. 3&7)  
\_\_\_\_\_ chapter 4  
Topic and Audience Analysis  
\_\_\_\_\_ chapter 5
- 3/6 Outlining \*2% Reflection paper #2 due (ch. 4&5)  
\_\_\_\_\_ Supplemental material on moodle
- 3/13 Language  
\_\_\_\_\_ supplemental material on moodle  
Delivery  
\_\_\_\_\_ chapter 8
- 3/20 **15% Midterm** (Covering chapters 1, 2, 3, 4, 5, 7, 8 and supplemental material)  
Informative speaking  
\_\_\_\_\_ chapter 9
- 3/27 Supporting material \*2% Informative topics due  
\_\_\_\_\_ chapters 6
- 4/3 Spring Break
- 4/10 Informative workshop \*Informative Speech Rough Draft Due 5%
- 4/17 **Informative Speeches 10%**
- 4/24 **Informative Speeches 10%** \*2%Peer evaluation#1
- 5/1 Speaking to persuade \*2% Persuasive topics due  
\_\_\_\_\_ chapter 10
- 5/8 **Persuasive Workshop** \*10%(Persuasive Outline Rough Draft Due)
- 5/15 **Persuasive Speeches 20%**

5/22 **Persuasive Speeches 20%** \*3% Peer evaluation #2 & extra credit due

5/29 **15% Final 7pm** Covering chapters (1, 3, 6, 9, 10 and outlining sup material)

Please Note: Final grades will not be given over e-mail.