

MISSION COLLEGE ORAL COMMUNICATION 101

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Office Hours : T, Th-3:15-3:45 or by appointment

COURSE OVERVIEW

This course is designed to provide you with the necessary foundational tools to effectively participate in public speaking situations you may encounter in daily life.

STUDENT LEARNING OUTCOMES: When this course is completed, you should 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.

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: The Natural Speaker, 7th edition, Randy Fujishin

OUTLINES

A typed 8 1/2 x 11 outline of your speech is to be submitted on the day you are scheduled to speak. This is to be used to deliver your presentation. (If you wish, you may put it on index cards for yourself.) Five points will be deducted if you don't have an outline on the day of your speech. Three points will be deducted if it is hand-written..

SPEAKING GROUPS

Students will be assigned alphabetically to one of four speaking groups, Group A, B, C or D. Students in a particular group will deliver their speeches on an assigned day (see Calendar). Before class begins write your name on the chalkboard in the order you wish to speak (1st, 2nd, 3rd). Speeches will be given one after another until all have finished. When giving your speech, you may glance at the outline occasionally, but you should not be dependent on it.

SPEECH EVALUATIONS

During each speech, short evaluation forms will be filled out by several members of the group not speaking. These forms will be collected at the end of class, stapled together, reviewed by the instructor and then, along with the instructor's evaluation, given to the respective speaker at the beginning of the next class meeting. As time permits, we will give a constructive verbal critique after each speech. Those who read their speeches will not receive a grade higher than a "C."

AUDIENCE ADAPTATION AND CHOICE OF TOPIC

Pay careful attention to selection of topics in regard to adapting to the needs, interests and backgrounds of ALL members of your audience. Use professional treatment of subjects combined with the use of appropriate word choice - **no profanity, sexist and/or racist language**. Consider the educational and ethical value of the subject as well. Consult with me if you have any questions about the appropriateness of the topic.

AUDIENCE ROLE

Make no comment to the speaker before or during the speech. Keep the audience/ speaker roles separate. Sit up and be an attentive, courteous listener. Do not interrupt a speaker with a question or comment. Two or three questions

may be asked after the speaker has concluded, if time permits. Don't leave the room during the speech. If late, wait until the speech in progress is finished before entering. **TURN OFF ALL CELL PHONES/AND PUT AWAY!!** 10 points may be deducted from your total speech score if you are texting in class.

MEDIA EQUIPMENT

You may use the computer, cd player or vhs player. I recommend putting power point presentations on a flash drive and emailing them to yourself as a back-up. Mac users make sure you save them so they will work on the pc. Double check it before the day of your speech.

MAKE-UP SPEECHES & EXAMS/LATE WORK

There will be **NO MAKE-UP EXAMS** for students who are unprepared. Late Speeches will be deducted 20 points. And 10 points more each subsequent class time you are unprepared. You may give a speech or take an exam early if needed. The major benefit of this policy is fairness to all students who work hard to get assignments in on time and prepare for exams on time. Also, in order to adhere to our tight schedule, it is imperative that all students meet their assignment/examination responsibilities. Late assignments will be deducted one grade each class meeting.

EXAMS:

There will be 4 examinations, each covering various chapters from the text. Exams consist of multiple choice and true/false, questions. There will be approximately 20 questions on each exam.

ATTENDANCE:

Everyone receives 50 points at the beginning of the semester. You get 2 "free" absence. Ten points will be deducted for each absence thereafter regardless of the reason. However, you may make-up absences.

There are 3 ways in which absences can be made up:

- 1) Critique a public speaker.(live, TV, internet, religious, civic). Write 1-2 pages about the content of the speech (topic, main points), and the delivery (eye contact, vocal variety, facial expressions, gestures, etc.)
- 2) Read a speech from Imprimus.(hillsdale.edu) Write about the purpose of the speech and its main points.
- 3) Listen to at least one hour of any talk radio program. (My favorite is Dennis Prager and Michael Medved – 870AM or www.krla870.com,, 9-3 M-F (Male/Female Hour Wed 10 – 11am or Happiness Hour Friday 10-11am) Write about the content of the program and also the delivery of the host (and guests if you want).

A student will be dropped from class after the 4th absence, assuming the previous absences have not been made up.

LATE ARRIVALS/EARLY DEPARTURES

If you arrive late, write your name and the date on a piece of paper and give it to me before the end of class. Failure to do this will result in an absence (10 points deducted) marked in the role book. If you need to leave early, put it in writing and hand it to me before you go, otherwise you will be deducted 10 points. Students more than 20 minutes late will be deducted 10 points.

STUDENT PARTNERS

It is important to have a student partner to pick up handouts for you if you are absent or late. They can also share notes of class lectures.

GUIDELINES

Don't bring any to the following to class to be used as visual aids:

1. firearms
2. explosives
3. illegal substances
4. poisonous reptiles
5. nude or inappropriate photos, videos, murder victim photos
6. alcoholic beverages
7. anything that might be an embarrassment to you, our class or instructor. If in doubt, ask ahead of time.

GRADES

Your grades for the course will be determined by the following: (this is an estimate, so the actual points at the end of the semester may differ)

	<u>POINTS</u>
Speeches 3 @ 100 points each	300 points
Homework	40 points
Exams (4 at 20 points each)	80 points
Attendance	<u>50 points</u>
	470 points

A 10 % scale will be used to calculate grades at the end of the semester. 90%-A, 80%-B, 70%-C, 60%-D 50% - F

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 or TDD 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 (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.

Extra Credit- 10 points “ Preparation lessens fear and increases peace.”

This project is a metaphor for finding success in public speaking as well as preparing you for earthquakes & other natural disasters..

Turn in a 72-hour kit. (Basic survival kit to last at least 3 days) You may purchase it or you may put together your own kit. What it should contain:

Water, food (non-perishable), flashlight, 1st-aid kit, cash, radio, whistle, sweatshirt or blanket, (copies of important papers should be with a trusted person out of state), non-electrical phone-charger

9 STEPS TO SUCCESSFUL PRESENTATIONS

1. Analyze audience - consider gender, nationality, socio-economic level, age, religion, interest in topic
2. Select a topic that you're passionate about that fits this audience's profile (Consider VISUALS, SOUND)
(How to reduce Stress)
3. Write a specific purpose. (the main purpose of the speech) - this should be 1 sentence with ONLY 1 point
(To explain to the audience different methods of reducing stress)
4. Determine the main points of the speech & write it as a Thesis Statement (you may need to gather information before you can determine the points)
(The three methods of stress reduction I will explain are 1) aromatherapy, 2) massage, 3) visualization)
5. Develop main points - add details, experiences, facts, statistics; determine importance, order; write as sub-points:
(see outline)
6. Write your introduction
 - **Get their attention** (Hook) - questions, startling facts, story, personal reference, suspense, quote
 - Connect with the audience (Rapport) - "If you're like me...", show how you are like your audience
 - Education, experience (Credibility) Explain why and how you know this topic so well...
 - State the topic and main points (Bridge)
7. Write your conclusion - restate main points, refer to introduction, zinger (memorable closing statement)
8. Practice at least 2 or 3 times, preferably in front of someone, or record yourself on audio or video tape; time yourself
9. Think about how much fun it will be to share this great information with your new friends!

Criteria for Evaluating a Speech

(Adapted from guidelines of the National Communication Association)

The average speech (Grade C) should meet these criteria:

1. Conform to the kind of speech assigned (informative, persuasive, etc.)
2. Be original.
3. Be appropriate to the audience.
4. Meet time requirements.
5. Fulfill the assignment's requirements (such as use of a visual aid and sources).
6. Have an identifiable introduction, body, and conclusion.
7. Have a clear central idea.
8. Be extemporaneous, NOT READ.
9. Be free of errors in grammar, pronunciation, and word usage.

The above average speech (grade B) should also:

1. Deal with a challenging topic, adapted to the audience.
2. Fulfill all the major requirements of introduction and conclusion.
3. Demonstrate research through use of at least 5 sources, clearly identified in the speech.
4. Create and sustain attention.
5. Exhibit proficient use of connectives such as transitions.
6. Be direct and competent in style and delivery.

The superior speech (grade A) should also:

1. Genuinely contribute to the knowledge and beliefs of the audience
2. Demonstrate greater research (7 sources)
3. Use vivid language, maintaining special interest.
4. Be delivered extemporaneously in a commendable manner.

The below average speech (grade D or F) is seriously deficient in the criteria required for the C speech.

D = unrehearsed, biased, or unsupported opinions.

F = fabricated evidence, distorted evidence, plagiarized.

SPEECH 1 CALENDAR
- Subject to change*****

Feb 5, 7	Course Introduction, INTRODUCTORY SPEECH
Feb 12, 14	How to Choose a topic, Specific Purpose, Thesis Statement
Feb. 19, 21	Structuring Outline, watch demonstrative speeches, impromptus
Feb 26, 28	Peer Review of outline, practice speeches visual aids
Mar 5	Delivery
Mar 7	<i>Exam #1 (Chs. 1-3) Bring scantron 882-EES, strategies for overcoming anxiety, impromptus</i>
Mar 12	SPECIAL OCCASION SPEECHES
Mar 14	Persuasive Speech prep, citing sources, supporting your points, group work
Mar 19	DEMONSTRATIVE SPEECH , visual aid GROUP A
Mar 21	DEMONSTRATIVE SPEECH , visual aid GROUP B
Mar 26	DEMONSTRATIVE SPEECH visual aid GROUP C
Mar 28	DEMONSTRATIVE SPEECH ,visual aid GROUP D
April 2, 4	NO CLASS SPRING BREAK
April 9	Persuasive topics due, persuasive prep
April 11	<i>Exam 2 (Chs 4-6) Special Occasion Speeches</i>
Apr 16	Persuasive Outlines due (2 copies), practice in groups, Life Lesson speech prep
Apr 18	PERSUASIVE SPEECH min, , works cited, visual aid, Group B
Apr 23	PERSUASIVE SPEECH works cited, visual aid, Group C
Apr 25	PERSUASIVE SPEECH , works cited, visual aid, Group D
Apr 30	PERSUASIVE SPEECH , works cited, visual aid, Group A
May 2	Informative practice speech in groups, Randy Pausch Speech
May 7	<i>Exam 3 (Chs 7, 8) Practice Job Interviewing</i>
May 9	INFORMATIVE SPEECH Group C
May 14	INFORMATIVE SPEECH Group D
May 16	INFORMATVIE SPEECH Group A
May 21	INFORMATIVE SPEECH Group B
May 23	Make-up speeches, EXTRA CREDIT, ABSENCE MAKE-UPS DUE
May 28	<i>Final Exam (Chs 9,10)</i>