

## **MISSION COLLEGE ORAL COMMUNICATION 101**

Professor Bonnie Barker M.Ed.

T, Th 10:20-12 (7808) 12:50-2:25 (7817) Cesar Chavez Charter School

Email – barkerbl@lamission.edu

Office Hours : T, Th-:12:15-12:30

### **COURSE DESCRIPTION:**

This introductory speech course emphasizes the techniques of Public Speaking including writing and delivery of speeches to inform and persuade. You will refine your critical thinking, research, organizational, and time management skills. You will learn how to adapt a message to any audience and occasion.

### **COURSE OBJECTIVES:**

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

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

**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, 7<sup>th</sup> 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 turn in a printed outline. 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.

### **FILMING/EVALUATING YOUR OWN SPEECHES**

Bring your phone/video camera on the day of your speech and have a friend record your speech. Type an evaluation of it. Address the following questions: 1) What did you like best about your speech? 2) What else did you like about your speech? 3) What would you like to do differently for your next speech? Write at least a 5 sentence paragraph answering each question. Due on the following test day. 5 points each. There will also be students evaluating your speech using a form I will provide. 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**

TURN OFF ALL CELL PHONES, IPODS AND COMPUTERS & PUT AWAY!! 10 points may be deducted from your total speech score if you are texting in class 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 your chair or the room during the speech. If late, wait until the speech in progress is finished before entering. .

### **MEDIA EQUIPMENT**

You may use the computer/projector for your speech. I recommend putting power point presentations on a flash drive as well as 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. Ten points is deducted for failed or no visuals.

### **MAKE-UP SPEECHES & EXAMS/LATE WORK**

There will be NO MAKE-UP EXAMS for students who are unprepared. If you know AHEAD of time, I will reschedule your exam BEFORE the exam is given to the class. Late Speeches will be deducted 20 points. And 10 points more each subsequent class time you are unprepared. 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. I DON'T accept any late work.

### **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. It is up to the student to read and study the chapters for the exam. There will not be a discussion of them in class.

### **ATTENDANCE:**

Everyone receives 50 points at the beginning of the semester. You get 2 "free" absences. Ten points will be deducted for each absence thereafter regardless of the reason. Absences may be made up by doing either option:

- 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.(hillisdale.edu) Write about the purpose of the speech and its main points.
- 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 full 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 as well as bring in assignments for you if you are absent.

### **GUIDELINES**

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

1. firearms
2. poisonous reptiles
3. nude or inappropriate photos, videos, murder victim photos
4. alcoholic beverages
5. anything illegal or questionable. If in doubt, ask me ahead of time.

### **GRADES**

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

	<u>POINTS</u>
Speeches 4 @ 100 points each	400 points
Homework	40 points
Exams (4 at 20 points each)	80 points
Attendance	<u>50 points</u>
	*570 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  
All work is to be turned in during class on paper. If you are sick/absent email a copy to a friend, have them print it out and bring in the paper copy. Emailed copies received on the assignment day will be deducted 2 letter grades.

### **STUDENTS WITH SPECIAL NEEDS**

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

### **STANDARDS OF CONDUCT AND DISCIPLINARY ACTION**

District Board Rule 9803.12 –“Dishonesty: such as cheating or knowingly furnishing false information to colleges is subject to disciplinary action.” Plagiarizing any part or parts of oral or written work will result in failure of that assignment. A report will be filed with the Vice President of Academic Affairs and Vice President of Student Services. Please be sure to orally cite your sources in all presentations and have a complete listing of Works Cited in MLA format attached to every speech in which sources are used.

### **EMERGENCY PROCEDURE**

If a campus emergency that poses risk to students occurs, please be prepared to immediately follow the instructions of your Professor. Do not exit the classroom until instructed to do so. If building evacuation is required, you will be asked to leave all of your non-essential personal belongings in the classroom and quickly, yet orderly and safely, exit the classroom and the building. Proceed to a safe location GIVEN BY YOUR Professor.

**EXTRA CREDIT**- 2 OPTIONS EACH WORTH 10 PTS a piece, so you may earn up to 20 pt.

A) Prepare or purchase a 72-hour kit. (Basic survival kit to keep you alive for at least 3 days)

This project is a metaphor for finding success in public speaking as well as preparing you for earthquakes & other natural disasters.. Preparation lessens fear and increases peace.”

It should contain: Water, food (non-perishable), flashlight, 1<sup>st</sup>-aid kit, cash, radio, whistle, sweatshirt or blanket,

Optional:(copies of important papers should be with a trusted person out of state), non-electrical phone-charger

B) Donate blood. Bring in proof of donation, either photo of you donating or the paperwork they give you.

## **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.

