

# Public Speaking

## Communication 210 | Fall Semester 2009

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- Course Instructor:** **Katie Puryear, M.A.**  
Office Hours: Mondays and Wednesdays 2:00pm-4:00pm  
Campus Office: COB 312 (Oral Communication Center)  
Campus Phone: (719) 255-4771  
E-mail: kpuryear@uccs.edu
- Course Information:** **Lecture:**  
Mondays 9:25am-10:40am Dwire 121  
Tuesdays 5:50pm-7:05pm SCI 188  
Wednesdays 8:00am-9:15am COB 323
- Textbook:** Zak-Dance, C. & Dance, F. (2007) **Voice, Speech, and Thought.** Dallas, TX: Fountainhead Press.  
ISBN: 9781598711417
- Required Materials:** One Mini Digital Video Cassette (DVC for Sony Handy-Cam, available at the bookstore or any electronics store)  
One Flash Drive
- Course Description:** This lecture/recitation course provides students with fundamental concepts of a competent speaker. The course will first provide students with a strong foundation in competent speaking and the various types of speeches. The course will then give students the tools they need to fine-tune their speeches and prepare for public speaking in their future careers. Lectures will give students the knowledge needed for public speaking competence. Students will learn: basic delivery skills, the Eight Public Speaking Competencies, how to prepare outlines, and how to give informative and persuasive speeches. Recitation sections will allow students to apply their knowledge, skill, and practice.
- Course Objectives:**
- 1) To provide students with the skills necessary for competent public speaking in a variety of communication contexts.
  - 2) To improve students' comfort levels when speaking to audiences.
  - 3) To supply students with a thorough understanding of the Eight Public Speaking Competencies and the integration into future careers.
- Attendance:** Attendance to all lecture and recitation classes is vital to successful completion of this course. Absences due to university activities **must** be discussed with the instructor no later than **one week** before the event. If you are ill or have another legitimate excuse, you must notify your recitation instructor **before** class begins by e-mail (see attached list).
- Late work will **not** be accepted. If you miss a speech due to a legitimate excuse, the speech must be made up before the next round of speeches begin.

## Assignments

Assignments are a combination of speeches, papers, and exams.

### Speeches

Speeches will be delivered on their assigned day. Students will prepare an outline, PowerPoint, and speaking outline for the informative process, current issue informative, persuasive, and group persuasive speech. All outlines must be typed, double-spaced, and 12-point font. Each speech must have at least three references (not Wikipedia), and an outline containing a reference page in APA, MLA, or Chicago format. Handwritten outlines will not be accepted. **All topics must be approved by your recitation instructor.**

1. **Speech of Self-Introduction:** The speech of self-introduction consists of describing yourself or telling a story about you. Your first option is to describe yourself to the class including your major, your future career goals, and any other information you would like to share with your peers. Your second option is to tell a story (e.g. The best day of my life was...). **Time: 2:00 minutes**
2. **Impromptu Situational Speech (24pts.):** There are many occasions where a situation arises for a brief speech: speaker introduction, welcome, farewell, eulogy, commencement, award presentation, nomination, acceptance, chairing a program, after-dinner, briefings, and media (refer to Chapter 14<sup>th</sup> for in-depth explanation). **Time: 1:00 minute**
3. **Informative Process Speech (24pts.):** This speech describes a process or demonstrates a process to the audience. This process is explained in broad terms to help the audience to understand how something works. **This assignment requires that all students schedule an appointment in the Oral Communication Center (COB 312) to practice the speech before they deliver. Time: 4:00 to 6:00 minutes**

**Outline (10pts.):** This speech follows the standard preparation outline (introduction, body, and conclusion).

4. **Current Issue Informative Speech (48pts.):** The topic for this speech must be chosen from a current issue. Students will first choose their topic from a news article from [bbcnews.com](http://bbcnews.com), [cnn.com](http://cnn.com), or [foxnews.com](http://foxnews.com). The student will back up their information with further research from the Kraemer Family Journals. At least one of your references must be mentioned during the speech. **Time: 6:00 to 8:00 minutes**

**Outline (20pts.):** This informative speech outline follows the standard preparation outline (introduction, body, and conclusion).

5. **Persuasive Speech (72pts.):** In this speech, you will be persuading your audience using Monroe's Motivated Sequence. Choose a topic you are passionate about. You will then discuss this topic with your recitation instructor for approval. **Time: 7:00 to 9:00 minutes**

**Outline (30 pts.):** This speech outline follows Monroe's Motivated Sequence.

6. **Group Persuasive Speech (96pts.):** In this speech you will work with two to three of your classmates. Your group will choose one topic that you will persuade your audience on. The topic can be persuading your audience on a business proposal, a solution to a current issue, or a lighthearted topic (e.g. persuading the audience to drink a white mocha rather than a caramel macchiato). The group must transition from speaker to speaker in one complete speech, not three separate speeches. **This assignment requires that all groups schedule an appointment in the Oral Communication Center (COB 312) to practice the speech before they deliver. Time: 20 to 25 minutes**

**Outline (40 pts.):** The group will turn in one complete outline following Monroe’s Motivated Sequence.

**Oral Communication Center Visits**

All speeches must be viewed in the Oral Communication Center (COB 312) before the next round of speeches begins (e.g. view your informative process speech before delivering your current issue informative speech). These center visits make up **50 points** toward your final grade.

**Written Assignments**

**Student Autobiography (10 pts.):** This assignment is a **1 page, double-spaced, 12 point font** description of your major, your goals for this course, your future goals, likes/dislikes, and anything else you would like to share. This assignment is due when you meet with your recitation instructor during the second week intake in the Oral Communication Center.

**Exams**

There will be two exams during the semester: **one mid-term (50pts.) and one final (50pts.)**. For both exams, please come prepared with a blue book (this can be purchased from the campus bookstore). Exams will cover the Eight Public Speaking competencies, readings, and lectures.

**Extra Credit**

**Extra Credit Application Paper (20 pts.):** In a **3 to 5 page, 12 point font, double-spaced paper**, describe how you can use the eight competencies in your future career/goals. Break down each competency and apply the competency to a “mock” situation. Set the scene of the “mock” speech and explain how you would use each competency to prepare and deliver.

Letter Code	Points Description
A	498-524
A-	472-497
B+	456-471
B	445-455
B-	419-444
C+	404-418
C	393-403
C-	366-392
D+	351-365
D	314-350
F	313 and below

Assignment	Points
Impromptu	24
Informative Process	24
Informative Process Outline	10
Current Issue Inform.	48
Current Issue Inform. Outline	20
Persuasive	72
Persuasive Outline	30
Group Persuasive	96
Group Persuasive Outline	40
Viewing Speeches	50
Student Auto	10
Exam 1	50
Exam 2	50
<b>Total</b>	<b>524</b>

## Course Schedule

This schedule is tentative and may change based on the needs of the class.

<u>Date</u>	<u>Lecture</u>	<u>Recitation</u>
August 24/25/26	Introduction to the Course A Brief History of Rhetoric	Overview of Recitation Communication Apprehension
August 31/September 1/2	Eight Public Speaking Competencies Organizing and Outlining <b>Competencies 1, 2, and 4</b> <b>Chapters 3 and 5</b>	Speech of Self-Introduction Intake with GTAs <b>Due: Student Autobiography</b>
September 14/15/9	Speaking to Inform <b>Competencies 1, 5, 6, and 7</b> <b>Chapters 4 and 7</b>	Informative Process Speech
September 20/21/16	Finding, Reviewing, and Collecting Research Kraemer Family Library Resources <b>Competencies 1 and 3</b> <b>Chapters 10</b>	Informative Process Speech
September 28/29/23	Nonverbal Physical Behaviors <b>Competencies 6 and 8</b> <b>Chapter 8</b>	Ethics in Public Speaking <b>Chapter 2</b> Speech Exercise
October 5/6/September 30	Speaking Aids <b>Competency 3</b> <b>Chapter 11</b>	Current Issue Informative Speech
October 12/13/7	<b>Mid-Term Examination (Don't forget your Blue Book!)</b>	Current Issue Informative Speech
October 19/20/14	Speech Rehearsal <b>Chapter 6</b> <b>Due: Response Paper #1</b>	Current Issue Informative Speech
October 26/27/21	Speaking to Persuade <b>Chapter 13</b>	Monroe's Motivated Sequence
November 2/3/October 28	Memory in Public Speaking Memorization Exercise <b>Chapter 12</b>	Persuasive Speech
November 9/10/4	Evaluating Speaker Competencies <b>Chapter 9</b>	Persuasive Speech
November 16/17/11	Situational Speaking <b>Chapter 14</b>	Persuasive Speech
November 23/24/18	<b>Competent Speaker Application</b>	Group Persuasive Speech
November 30/December 1/2	<b>Competent Speaker Exercises</b> <b>Due: Extra Credit Application Paper</b>	Group Persuasive Speech
December 7/8/9	<b>Review for Exam/Finish Impromptu Situational Speeches</b>	Group Persuasive Speech
December 14/15/16	<b>Final Examination (Don't forget your blue book!)</b>	

## Recitation

<b>Recitation Section</b>	<b>Instructor</b>	<b>Contact</b>
Monday 10:50-12:05	Cathryn Supplee	csupplee@uccs.edu
Monday 10:50-12:05	Angela Ibrahim	aibrahim@uccs.edu
Monday 10:50-12:05	Marcie Hureau	mhureau@uccs.edu
Tuesday 7:15-8:30	Todd Waters	twaters@uccs.edu
Tuesday 7:15-8:30	David Owens	dowens3@uccs.edu
Wednesday 9:25-10:40	Corlea Keeney	ckeeney@uccs.edu
Wednesday 9:25-10:40	Coral Laski	claski@uccs.edu
Wednesday 9:25-10:40	Jennifer Nail	jnail@uccs.edu

## Department of Communication Code of Conduct

The Communication Department has adopted a set of standards to maintain a professional and ethical learning environment for all students enrolled in Communication courses. The department strives to make its classes places of learning where both faculty and students treat each other with respect, equality, courtesy, and civility.

The Code of Conduct with respect to classroom behavior includes the following policies:

Behavior that is considered disruptive will include, but is not limited to, the following:

- 1) Behaviors that distract any course presenter or other students. This may be exhibited by behavior such as studying for another class, walking out of class without first arranging to be excused, cell phones and pagers ringing or beeping, sleeping during class, chronic lateness to and from breaks, or any other disruptive lateness.
- 2) Talking while the instructor is lecturing.
- 3) Any harassment of students, faculty, or staff (the campus has a zero tolerance policy).

Students violating any of the above will be given one verbal warning with the understanding that a second incident may, at the instructor's discretion, result in the student being dropped from the class (with the exception of harassment for which one incident is grounds for immediate action). If the disruptive student is dropped after the final drop date, the student will receive a grade of "F" in the course.

In all Communication courses the decision to excuse an absence is solely at the discretion of the Instructor. In addition, plagiarism of any sort in Communication courses will result in a failing grade for that class.