

General Communications (Speech) COM 140

Glen Oaks Community College

Winter 2010

Days: Wednesdays

Time: 6:30 p.m. – 9:30 p.m.

Instructor: Phyllis J. Youga

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Course Description: This course attempts to provide a series of experiences that will aid the student in improving his or her ability to communicate in real life public speaking situations. Emphasis will be placed on class discussions and exercises, various methods of presentation and communication.

Required Text: *How to Design and Deliver Speeches*, 8th edition, by Leon Fletcher

Materials: index cards

General Course Goals: By the end of the semester, the student will be able to

1. plan, construct, prepare, and present speeches
2. learn to predict/coordinate preparation time, speech length and amount of information needed for appropriate speech delivery
3. select topics appropriate for each speech and discipline, and
4. support and evaluate presentations of others

Methods of Instruction may include:

- Lecture
- Discussion
- Demonstration
- Group Activities
- Video/Audio Speeches

Evaluation Methods may include:

- Oral Presentations
- Visual Presentations (visual aids as well as appropriate dress)
- Written Outlines
- Class Participation (i.g. feedback on speeches and listening)
- Impromptu Quizzes

Speech Critiques: Following each presentation, members of the class will be required to offer constructive criticism, given anonymously, to enable the speaker to further his or her development. Student critiques will not be used for evaluating presentation grades.

Course Requirements: During this semester, students will be required to participate in and experience various types of speaking situations. Reading the text will provide basic information about the form and structure of various presentations. It is expected that students will read the lessons assigned prior to the start of class. Possible types of speeches to be covered may include the following: introductory, informative, demonstrative, impromptu, persuasive and/or ceremonial. When a speech type is assigned, each student is responsible for choosing an

appropriate topic of personal interest that is approved by the instructor. Prior to presenting each speech, students will submit a "Speech Outline" with information about the topic to be covered. Speech outlines must be typed and handed in **before** the presentation.

Requirements for the speech outline will change with the type of speech assigned. The instructor will provide a detailed assignment sheet for you to follow.

AV Equipment needed for presentations: If any audio or video equipment is needed for a presentation, **the student** must make arrangements with the Library **at least** 24 hours in advance.

Attendance and Tardiness: Your attendance is *expected*. You have a role and responsibility to fulfill even when you are not presenting and that is as an audience member. You will not be rewarded for attending as you should; however, you will be penalized for not attending: Two (2) or more absences will result in your final class grade being lowered one whole grade point (ex. a 4.0 will become a 3.0 and so on) that's .50 grade point for each missed class whether it is excused or not. The only exception is a physician's verification that you are to be excused. Since participation in class discussions and activities is affected by excessive absence, as is your grade, it is highly recommended that you attend ALL classes. Note: The College requires me to track all absences. Do not be late for class. Coming to class late or leaving early will be counted as an absence for the entire class period.

Class Participation:

Your ability to participate in class discussions and activities will be greatly benefited by keeping up with the readings. Your participation in class discussions is a valuable part of this course for you and can make the class more interesting for others. Participation is worth 100 points of your grade. To achieve 100 points you must show up for class and *actively participate* which means speak up during each class, offer your opinions and comments, and participating fully in group exercises, offer feedback when asked and be a good listener for other presentors.

Readings: You are expected to read ALL material assigned. You will still be held responsible for incorporating lessons from your text into your speeches even if we do not discuss every lesson in class.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by a failing grade on a quiz, exam, paper, or project; failure in the course; and/or expulsion from the College. For more information, refer to the "Academic Dishonesty" policy in the College Catalog. **Plagiarism is not limited to written work.** Plagiarism in speech giving is equally dishonest.

Final Exam: Students will be required to do a minimum 20 minute final exam persuasive speech at the end of the semester. This will be discussed in detail later.

Final Grade: Final grades will depend upon the satisfactory completion of all course assignments and the following:

1. Failure to present work including speeches on the **due dates** assigned will result in a grade of 0.0 for that presentation.
2. Two (2) or more **absences** will result in your final class grade being lowered one whole grade point (ex. a 4.0 will become a 3.0 and so on)

3. There shall be **NO MAKE UPS OF ANY KIND**—nothing may be made up for any reason. The course schedule and lesson plan does not allow time for make-ups. Being prepared to give a speech as scheduled is a course goal.

General Topics Outline:

- Speaking on an impromptu basis
- Speaking informatively
- Listening effectively
- Analyzing an audience
- Gathering supporting materials
- Organizing and outlining the intro, body, and conclusion of the speech
- Introducing and concluding the speech
- Using language effectively
- Using visual aids properly
- Understanding and avoiding fallacies in persuasive speaking

Course Assignments:

300 points Speeches (3 @ 100 pts each) *self-introductory, ceremonial, demonstrative*
 400 points Speeches (2 @ 200 pts each) *informative and persuasive speeches*
100 points Participation in discussions and in-class activities, and quizzes
 800 points

Grading Scale:

Note: I do not curve the grades for assignments or for the final course grade. The following is the grading schedule of GOCC

A	=	94% or above	4.0	Outstanding work clearly at mastery level
BA	=	88-93%	3.5	Much better than average
B	=	82-87%	3.0	Better than average, exceeds standards
CB	=	76-81%	2.5	Slightly better than average
C	=	70-75%	2.0	Average, work meets acceptable standards
DC	=	65-69%	1.5	Less than average
D	=	60-64%	1.0	Poor, barely meets minimum standards
E	=	59% or lower	0.0	Failing, doesn't meet course standards

There are 7 speaking opportunities in this course—all are required to complete the class even though only 5 will be graded.

Reasonable Accommodation: If you are a student with a documented disability and you believe you are entitled to receive accommodations for this class, please contact me privately so we may discuss your specific needs. You will also need to contact the Student Support Specialist to schedule an appointment for an intake if you have not already done so. You may contact the Student Support Specialist by calling 269-467-9945 and asking for Student Services.

Changes to Syllabus: The instructor reserves the right to change or amend this course syllabus if the change is considered by the instructor to be in the interest of the students' education or necessitated by the number of students enrolled in the course.

COM 140 SPEECH -- COURSE READING & ASSIGNMENT SCHEDULE

Date	Speeches	Lesson titles	Lesson #
Jan 6	S1: introductions	Syllabus Review Controlling Nervousness Introductions: instructor and classmate (3-5 minutes) Speech prospectus & Class defined code of conduct	1
Jan 13		Designing Speeches Delivering Speeches Preparing to Speak	2 3 4
Jan 20	S2: Self-intro	Analyzing the Speaking Situation Pinpointing Speech Purposes Self-intro (5-7 minutes)	5 6
Jan 27		Outlining Speeches Designing Introductions Designing Conclusions	8 11 12
Feb 3	S3: Ceremonial	Ceremonial Speeches (7-10 minutes) See handout Entertaining Speaking Impromptu	16 17
Feb 10		Selecting Data Designing Discussions	7 10
Feb 17	S4: Demonstration	Demonstration Speeches (10-15 minutes) Use pp. 90-93	
Feb 24		NO CLASS – MID-WINTER BREAK	
Mar 3		Polishing Delivery Using Aids (visual and other) Informative Speech Demonstration -- SCA	9 13
Mar 10		NO CLASS – SPRING BREAK	
Mar 17		Informing Use p. 313 Task: TOPIC DUE for Informative Speech & in-class planning time	14
Mar 24	S5: Informative	Informative Speeches (15-20 minutes) Use p. 313	
Mar 31		Persuading (See p. 333) -- possible audio examples Task: TOPIC DUE for Persuasive Speech & in-class planning time	15
Apr 7		Guest Presenter: Wendy Hickey, Adams Outdoor MANDATORY PRACTICE FOR FINAL EXAM	
Apr 14	S6: Persuasive	Persuasive Speeches (20-25 minutes) Use p. 333	
Apr 21	S6: Persuasive	Persuasive Speeches (20-25 minutes) Use p. 333	
Apr 28	S7: Class Eval	Impromptu Speech – Oral class evaluation	

STUDENT DISCLAIMER/INFORMATION SHEET
COM 140 / Speech Fall 2006 / Instructor: Phyllis J. Youga

The instructor has presented the course outline in both written and verbal form and has answered any questions I had pertaining to the content and meaning set forth in the outline.

I have read and understand the requirements for this course and accept the course outline as a guide for my responsibilities associated with this course.

Student Name (print)

Student Signature

Address

Date

City, State, Zipcode

Phone(s)

Email

Degree/Certificate sought

Additional Information:

Reason for taking this class:

What would YOU like to get out of this class?

List general titles of jobs you have had – nothing is insignificant. (Ex. babysitter, paperboy, cook, cashier, manager, waiter or waitress, sales associate, etc.)

- Working Full-time as _____
- Working Part-time as _____
- Not Currently Working

- Married
- Single
- Children
- No Children

Feel free to comment here about anything else you want me to know about you including concerns you may have about taking this course and meeting its requirements: _____
