

Public Speaking

COMMUNICATION STUDIES 100

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The art of public speaking is a skill that will hold you in good stead for the rest of your life. Once mastered it is never forgotten. It will raise your grades in other classes, help you secure employment, and give you confidence—or at the least the ability to fake it! This course is an introduction to the theory and practice of public speaking. The focus is on improving students' communication effectiveness in public speaking situations by learning and practicing the skills needed to improve the quality of oral presentations. You are expected to practice and polish the skills that you learn prior to demonstrating them to the class.

STUDENT LEARNING OUTCOMES

- ❑ Write coherent speech outlines that demonstrate their ability to use organizational formats with a clear specific purpose.
- ❑ Incorporate sound reasoning and evidence that support claims they make in the body of the speech.
- ❑ Deliver speeches to inform and persuade successfully, integrating visual aids effectively.
- ❑ Apply critical thinking skills when evaluating speeches.
- ❑ Adapt their presentations to the audience based on situational, demographic, and psychological audience analysis.
- ❑ Describe, evaluate, and apply selected theories of rhetoric and/or communication.

TEXT & SUPPLIES

Lucas, Stephen (2016). *The Art of Public Speaking*, 12th ed. (You may buy the 10th or 11th ed. If it will save you money). Boston: McGraw-Hill. Hard-copy or e-version.

A 2gb SD card, white 3x5 notecards

Scantrons (882E preferred)

Course Requirements

EXAMS

There will be two non-cumulative multiple choice/true-false exams and one comprehensive final exam, each worth 75 points. You may choose to miss one (the final) or, I will drop your lowest score. Exams will be based on the text, assigned readings, class lectures, and discussions. (150 points)

LAB ATTENDANCE

You are **required** to attend two, hour-long speaking events. The on-campus events that fulfill this requirement cost \$10-12 each, but your attendance is tracked and no paper required. Off-campus events require a paper and ticket/flyer as proof of attendance. Each lab is worth 25 points. Dates will be announced in class. (50 points)

PUBLIC SPEAKING EXPERIENCES

General Information:

A sign-up sheet will be circulated to determine speaking order for each oral presentation assignment.

See semester schedule for sign-up dates. It is your responsibility to make a note of when you are scheduled to speak.

- ❑ **Minimal notes** must be on white 3x5 cards. You are allowed up to 3 cards, written on one side only, per speech. Except for in the debate, podiums are not allowed.
- ❑ All speeches require that a written outline be provided at the time of the presentation; a portion of the grade is based on the appropriateness and completeness of the outline.
- ❑ Sources cited should be credible and respected in their field, so no encyclopedias or dictionaries. Only one web source is allowed per speech (*LA Times.com* would not be considered a web source, since it is the web version of a print source). The publication and date must be verbally cited during your speech and the full citation must be on your outline.
- ❑ Time limits will be strictly enforced. To maximize points, don't go over or under!

NEW INVENTION SPEECH

In this first speech of 3-5 minutes you are asked to tell the audience about a **new** invention. It is your job to find an interesting new discovery and make the information interesting to your audience. Good places to look for suitable topics are *Science* or *Discover* magazine or the science and technology section of most newsmagazines. Past topics that were very interesting were things like GM mosquitos, holographic teachers, and new therapies for old diseases. If it's already on the market, it's too old. The speech should both explain what the new invention/development is, and tell the audience the implications of the discovery—the applications of it, and how it may impact life in the future. The source(s) of your information must be cited in your speech. Only one citation is required. (50 points: 40 oral, 10 outline)

“YOUR CHOICE” SPEECH

For this assignment students have a choice of the type of speech that they wish to give. You may choose either a cultural artifact speech, a commemorative speech, or a speech to entertain, as detailed below. 4-6 minutes; 3 sources, visual aid(s) required. **Bring your SD card.** (75 points: 50 oral, 15 visual aid, 10 outline).

Option 1—Cultural Artifact

This is an informative speech on an item of importance to a particular culture. It could be the piñata, vodka, jazz, the shamrock, or any item with historical significance to a culture. If you are not sure if a topic is appropriate, check with me.

Option 2—Commemorative Speech

Students choosing this option must research a person (usually dead) or an event, and deliver a speech to commemorate the person or event. For example, JFK, or the anniversary of the Vietnam Memorial. The aim of a commemorative speech is to stir the emotions and inspire the audience with biography, history, and testimonial. You must commemorate the 5th, 10th, 15th, 20th, etc. (any multiple of 5) anniversary of an event or the birth/death of a person.

Option 3—Speech to Entertain (STE)

For those students who always wanted to be comedians, here's your chance. STE, or after dinner-speaking as it's sometimes called, requires that you pick a topic that can be funny, but that also has social significance. Parenting, media, or the state of higher education are all possible topics. Be forewarned, STE isn't a string of jokes, but a well-constructed, well-timed, oral presentation of an amusing side to a serious subject.

PERSUASIVE SPEECH

This 5-7 minute speech is designed to persuade the audience to take action on a specific issue. Your persuasive topic should be important and timely; it should detail a problem in society and advocate a **policy** change to alleviate the problem. Good topics include proposing a change in the testing for elderly drivers, banning Styrofoam containers, opt-out organ donation. **Your topic must be approved by me.** Whatever your topic, a persuasive speech should end with a call to action for the audience. A minimum of 5 different sources are required, and at this stage in the semester, the speech should be delivered with very few notes. After the speech, the speaker will field questions from me challenging his or her point of view or support. Structure: Monroe's Motivated Sequence. (100 points: 80 oral speech; 10 questions; 10 outline)

LINCOLN-DOUGLAS DEBATE

Named after Abraham Lincoln and Stephen Douglas, this one-on-one debate will introduce students to the art of debate. You will be assigned one side of a current events topic; although, in order to defend your position, **you will need to research both sides.** The structure will be as follows: The affirmative speaker, will deliver a 3-4 minute prepared constructive speech, citing a minimum of 3 sources, in favor of the topic. The negative speaker, will then cross-examine (question) the affirmative speaker for 1 minute. The negative speaker will deliver a 3-4 minute prepared constructive speech, citing 3 sources, opposing the topic, followed by cross-examination for 1 minute. Affirmative will deliver a 2 minute rebuttal speech. Negative will deliver a 2 minute rebuttal speech. In the rebuttal speeches, speakers should first respond to their opponent's main arguments, and then restate their position. Possible topics could include immigration, terrorism, the election. A brief outline listing major arguments and 3 source citations is required. HTP students must annotate their sources. (75 points: 70 oral, 5 outline)

Additional "stuff"

ATTENDANCE AND PARTICIPATION

Since a large part of the class involves speaking in front of others, it is important that you be present to be a responsive audience member and participate in class activities and discussions. You have 2 free absences. After that, **you will lose three points for every undocumented absence, and two for every tardy.** If you are more than 30 minutes late, you will be considered absent. **If you miss 2 classes before the add deadline or 5 classes overall, you will be dropped.** **I will ask you to leave and mark you absent if you use any electronic devices without permission.** You must be present at the **beginning** of class in order to give a speech, turn in an assignment, or take an exam. No electronic equipment is allowed in class. **I will ask you to leave and mark you absent if you use any electronic devices without permission.** *Sheesh!*

POINT ALLOCATION

		Keep track of your points:	
2 Exams	30%	150 points	Exam 1 _____ Exam 2 _____
4 Public Speaking Experiences:	50%	300 points	Speech 1 _____ Speech 2 _____ Speech 3 _____ Speech 4 _____
New Invention Speech		50 points	Lab 1 _____
"Your Choice" Speech		75 points	Lab 2 _____
Persuasive Speech		100 points	
Lincoln-Douglas Debate		75 points	
Lab Attendance	10%	<u>50 points</u>	

GRADING

Generally, grades will be calculated on a straight percentage as follows:

90 – 100%	(450-500 points)	= A
80 – 89.9%	(400-449 points)	= B
70 – 79.9%	(350-399 points)	= C
60 – 69.9%	(300-349 points)	= D
59.9%	(299 and below)	= F

Students must receive a “C” in the course for it to count as a general education credit.

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Special Resource Center on campus as soon as possible to better ensure such accommodations are implemented in a timely fashion. As well, please contact me privately to discuss your specific needs. Special Resource Center 310-660-3295

READING

It is important that you complete the assigned reading **PRIOR** to coming to class in order to contribute to discussion. There is very little time for lecture in this class, so the responsibility for knowing the material will fall to you. I realize that some of you will glaze over when reading this. *Blink hard and try to focus.* You need to read the text in order to pass the tests!

MAKE-UPS/ INCOMPLETES

Since I drop one of your exam scores, no exam make-up will be allowed; the test you miss is the test I drop. Speech make-ups will only be allowed **documented medical excuse**. *Hiss! Boo!!* The class schedule is very full and depends on everyone delivering their presentations when they are scheduled. Incompletes are given only under compelling circumstances.

CLASSROOM ENVIRONMENT

If you arrive late and a class member is speaking, please wait outside until they are finished. Communication among “strangers” can be daunting. I make every effort to provide a supportive, non-judgmental learning environment. You are encouraged to voice your opinions and concerns regarding class content as long as appropriate consideration is given to the feelings and/or beliefs of your fellow students. I have a great sense of humor and find most things funny; I do not find intolerance funny. (Does that make me of intolerant of intolerance?)

CHEATING AND PLAGIARISM

Cheating and plagiarism will not be ignored. I expect that students in this course will do their own work. Engaging in either cheating or plagiarism will result in an "F" for the course.

Keep all returned assignments until semester grade is received.

SAMPLE SEMESTER SCHEDULE

*NOTE: Classes that meet only once a week, or in the summer or winter semesters will differ.
Public holidays will also change what is below.*

Week	Topic	Assigned reading
1	Introduction to the Course <u>SPEAKING IN PUBLIC</u> <u>ETHICS AND PUBLIC SPEAKING</u>	Ch. 1 Ch. 2
2	<u>LISTENING</u> <u>ORGANIZING THE BODY OF THE SPEECH</u> <u>BEGINNING AND ENDING THE SPEECH</u> Sign-Up for New Invention Speech	Ch. 3 Ch. 9 Ch. 10
3	<u>OUTLINING THE SPEECH</u> NEW INVENTION SPEECHES 3-5 mins	Ch. 11
4	NEW INVENTION SPEECHES	
5	<u>SELECTING A TOPIC AND A PURPOSE</u> <u>ANALYZING THE AUDIENCE</u> Sign-Up for “Your Choice” Speech <i>Exam #1— Chapters 1, 2, 3, 9, 10, 11, 5, 6.</i>	Ch. 5 Ch. 6
6	<u>GATHERING MATERIALS</u> <u>SUPPORTING YOUR IDEAS</u> <u>USING LANGUAGE</u>	Ch. 7 Ch. 8 Ch.12
7	<u>DELIVERY</u> <u>USING VISUAL AIDS</u> “YOUR CHOICE” SPEECHES 4-6 mins.	Ch.13 Ch.14
8	“YOUR CHOICE” SPEECHES 4-6 mins.	
9	“YOUR CHOICE” SPEECHES Sign-Up for Persuasive Speech Day reserved for public holiday	
10	<u>SPEAKING TO PERSUADE</u> <u>METHODS OF PERSUASION</u> Outline check	Ch. 16 Ch. 17
11-12	PERSUASIVE SPEECHES 5-7 mins. Outline check	
13	PERSUASIVE SPEECHES Sign-Up for Lincoln-Douglas debate	
14	<i>Exam #2— Chapters 7, 8, 13, 14, 16, 17.</i> LINCOLN-DOUGLAS DEBATES	
15	LINCOLN-DOUGLAS DEBATES	
16	LINCOLN-DOUGLAS DEBATES <i>Optional Cumulative Final Exam</i>	