

COMM 120 Policy Statement

Instructor: J. Daniel Hasty
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Office Hours: MW 2:00-3:00

Required Materials

Osborn, M., Osborn, S., and Osborn R. 2012. *Public Speaking: Finding Your Voice*, 9th ed. Boston, MA: Pearson.
Regularly checked Davenport email account

Course Goals

This course is designed to develop the skills needed to communicate orally using presentation techniques and technologies expected at the college and professional level. In the course, you will learn to compose effective oral presentations in a variety of modes as well as to become a more critical audience member through analysis of presentations. This course will also introduce you to body language and voice techniques that will help you communicate more effectively verbally and non-verbally. Additionally, this course will develop your skill in using outside sources to support your own ideas, and this course will introduce you to the fundamentals of graphic design and effective visual presentation strategies.

Because active and critical listening develops the analytical skill necessary to recognize and then implement the components of an effective speech, this course is designed to give you ample opportunity to listen to, evaluate, and provide direct feedback to your peers' speeches. Along with providing an audience to practice your speeches with, peer feedback is an essential aspect of active and collaborative learning, and presentations in the workplace are never fully an individual practice.

When you complete this course, you should have gained proficiency with the following:

- Evaluating and applying the fundamentals of **communication theory**
- Verbally articulating and supporting a **thesis**
- **Developing** and **organizing** presentations effectively, both in terms of **content** and **format**
- Using a **verbal** and **non-verbal** communication strategies appropriate for a **professional** audience
- **Analyzing** and adjusting presentations to fit the **rhetorical situation** and **audience**
- Using **PowerPoint** and principles of **graphic design** effectively
- Integrating **outside sources** in support of a **persuasive argument**

Course Requirements and Evaluation

In this course you will prepare five major speeches and present them orally to the class. Some of those speeches will require research and visual aids in the form of PowerPoint presentations to aid in fully supporting and communicating your purpose to the intended audience. You will also present some impromptu speeches in-class covering reading material and other assignments. Additionally, you will practice active and critical listening as you prepare evaluations of other classmates' speeches. Note that you must satisfactorily present the Persuasive Speech to pass the class.

Course Grade Determination

• Personal Introduction	15%
• Personal Significance	15%
• Tribute Speech	15%
• Informative	20%
• Persuasive	20%
• Speech Evaluations	10%
• In-class presentations	5%
Total	100%

Speech Descriptions

Personal Introduction Speech (5-7 minutes)

This speech will enable students to become more comfortable in front of an audience. It will also require students to organize their ideas, work on timing and presentation before they are assigned the speeches requiring research. LO: 1, 2, 6; DUES: Ethical Reasoning and Action, Critical and Creative Thinking, Written Communication, Professional Communication.

Personal Significance (5-7)

This speech requires students to inform the audience on an issue of personal significance to the speaker. It will continue to build the organizational, timing, and presentation as the previous speech as well as incorporate an aspect of research. LO: 1, 2, 4, 5, 6; DUES Civic and Social Responsibility, Ethical Reasoning and Action, Critical and Creative Thinking, Information and Technology Proficiency, Written Communication, Professional Communication.

Tribute Speech (8-10 minutes)

This speech builds on the skills developed in the Personal Experience Speech but also requires students to do basic research, analyze and document that research, and effectively present ideas that are not their own. LO: 1, 2, 4, 5, 6; DUES Ethical Reasoning and Action, Critical and Creative Thinking, Information and Technology Proficiency, Written Communication, Professional Communication.

Informative Speech (8-10 minutes)

This speech requires students to not only conduct and evaluate research but also to organize and develop an academic speech with strict adherence to time requirements. Power point must also be integrated. LO: 1, 2, 4, 5, 6, 7; DUES Global and Intercultural Competence, Civic and Social Responsibility, Ethical Reasoning and Action, Critical and Creative Thinking, Analysis and Problem Solving, Information and Technology Proficiency, Written Communication, Professional Communication.

***Persuasive Speech* (10-15 minutes)**

This speech builds on the skills developed in the informative speech and requires students to apply principles of effective persuasion and strategy enabling them to convince the audience to accept their arguments. LO: 1, 2, 4, 5, 6, 7; DUES Global and Intercultural Competence, Civic and Social Responsibility, Ethical Reasoning and Action, Critical and Creative Thinking, Analysis and Problem Solving, Information and Technology Proficiency, Written Communication, Professional Communication.

Grading Criteria

Assessment measures will be based on the learning outcomes. All speeches will have required written formal and key word outlines as well as peer review as a portion of the grade for each speech. The impromptu speeches and in-class presentations will be evaluated on completion as well as skill in applying and analyzing the topics discussed.

I will be evaluating each speech specifically for the following areas:

- Clear and Effective Thesis
- Substance
- Structure
- Presentation Techniques

Speech Evaluations

In order to become more active and critical listeners and thus to become more knowledgeable of effective public speaking techniques, beginning with the second speech all students will evaluate each student presentation following the guidelines in Chapter 4. These evaluations will be graded on adequate application of the critical listening skills as well as completion. Since these evaluations have to occur at the time a speech is given, absence on the day a speech is given will result in a 0 for that particular speech evaluation.

Peer Response

A major part of this course requires that you help your classmates become better public speakers. You will critically, thoughtfully, and professionally respond to peer outline drafts as well as critically respond to practice speeches for all of the major speeches.

Policies and Procedures

Attendance

To do well in this class, it is essential that you be in class each week. If you are unable to attend a class for any reason, you are responsible for contacting me to receive any materials distributed on that day. If you are not present on the day a speech is given or an impromptu speech is given, you will not receive credit for the speech evaluation or the in-class presentation. Also, an absence on the date you are required to complete a speech will result in an 0 for that speech. If you know that you will not be in class on the date a speech is due, you must email me BEFORE class begins.

Late Work

Late work will not be accepted and missed speeches without an email from me excusing your absence will result in a 0. If an absence on the day of a speech is excused, the speech must be made up at the next class period. (extenuating circumstances will be considered on a case by case basis)

Plagiarism

Plagiarism is representing someone else's work as your own. This involves copying speeches from others as well as not giving proper citation to sources used in speeches. This is a serious offense and will not be tolerated in any form. See the university's policy for dealing with plagiarism.

Classroom Etiquette

You are expected to conduct yourself in a professional manner regarding your dealings with the instructor and as well as with your fellow classmates. Lively discussion and multiple viewpoints are encouraged in this class; however, you are expected to respond in a professional manner towards the ideas and opinions of your classmates. You will be expected to listen attentively and respectfully to your classmates' speeches.

All cell phones, iPods, and any other device that makes noise must be turned OFF before entering the classroom. You may bring food and drinks to class unless this becomes a distraction.

COMM 120 Schedule

Lansing

fall 2011

This schedule is tentative and subject to change as necessary.

Week	Date	Description	Reading
1	Aug 29	First Day, Discussion of the Course, What makes a good speech?	
	Aug 31	Personal Introduction Assigned; Components of Speech; Steps to preparing a speech	44-54
	Sept 5	Labor Day	
2	Sept 7	Communication Anxiety; Speaker (Ethos)	23-28; 39-43
	Sept 12	Introduction Speech Analysis; Peer Response	
3	Sept 14	Personal Introduction Speech Due	
	Sept 19	Personal Introduction Speech Due	
4	Sept 21	Personal Significance Speech Assigned; Purpose; Structure and Organization; Outlining	115-119;169-178
	Sept 26	Intros, Conclusions, and Transitions	179-180
5	Sept 28	Critical Listening; Audience; In-class presentations	61-78
	Oct 3	Speech Analysis; Peer Response	
6	Oct 5	Personal Significance Speech Due	
	Oct 10	Personal Significance Speech Due	
7	Oct 12	Tribute Speech Assigned; Brainstorming; In-class Toast Speech	355-363; 228-249
	Oct 17	Body Language and Voice; Word Usage; In-class presentations	256-266
8	Oct 19	Speech Analysis; Peer Response	
	Oct 24	Tribute Speech Due	
9	Oct 26	Tribute Speech Due	
	Oct 31	Informational Speech Assigned; Brainstorming; Support; In-class presentations	148-166
10	Nov 2	Research; Librarian Visit	127-139
	Nov 7	Introduction to PowerPoint; Principles of Graphic Design	215-221
11	Nov 9	Motivating Audiences to Listen	284-287
	Nov 14	Speech Analysis; Peer Response	
12	Nov 16	Informative Speech Due	
	Nov 18	Last day to drop with a W	
	Nov 21	Informative Speech Due	
	Nov 23	Thanksgiving Break	
13	Nov 28	Persuasive Speech Assigned; Speech Designs; In-class presentations	288-294
	Nov 30	Persuasive Speaking	301-310
14	Dec 5	Motivating Audiences to Act	311-318
	Dec 7	Speech Analysis; Peer Response	
15	Dec 12	Persuasive Speech Due	
	Dec 14	Persuasive Speech Due	

*Final Grades will be posted by **December 20**