

Introduction to Public Speaking  
Coach O'Neal  
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*Course Description*

Students will participate in activities preparing them to speak effectively. Students will gain confidence, poise, and self-esteem. This course will include practice in vocal skills, organization, persuasion, and argument. Activities may include informative and persuasive speeches, readings from literature, and an introduction to debate.

*Policies and Procedures*

Virtual Classroom Expectations:

- Students are logged on and READY to begin class at the start time.
- Logging on five minutes early to check audio and video is recommended.
- We will NOT spend the first few minutes of class waiting for students to get set up.
- Students are set to mute by default. While on mute, students may use the chat feature to ask questions during direct instruction. There will be periodic opportunities for unmuted questions.

Classroom Expectations:

- Students are at their desks and working on "Just Write" when the bell rings.
- Coach O'Neal, not the bell, dismisses students at the end of class.
- Enter the classroom prepared for class, having all necessary supplies and any work due ready to turn in at the beginning of class.
- Leave all distractions outside the classroom (food, make-up, drinks other than water, etc.)
- Respect your teacher, your classmates, and yourself.
- Follow directions. If you have questions, ask respectfully.
- Comply with all Liberty Middle School and Madison City Schools policies.

Consequences:

1. Verbal warning
2. Warning Slip
3. Warning Slip with parent contact/conference
4. Detention and parent contact/conference
5. Office visit

### Daily Routine:

1. Just Write (daily bell-ringer activity)
2. Communication Skills/Speech Models/Speech Analysis
3. Speech Writing/Speech Practice
4. Speech Execution/Feedback

### Required Materials:

1. Three-ring binder with dividers for sections:  
-Just Write -Daily Notes -Handouts
2. Pen (blue or black ink only)/Highlighter/Red Pen/Pencil
3. Pack of 5x7 index cards for speech writing

### Grading Policy:

60%=Tests, essays, projects

40%=Quizzes, daily grades, homework

**Grades will be updated in iNOW.** Grades will NOT be updated in Schoology. While Schoology may display some grades, defer to iNOW as the authoritative gradebook.

### Make-Up Work:

- All parent notes/doctor's notes must be turned in to the front office. *A teacher cannot do this for you per Liberty Middle School policy and procedures.*
- Students with UNEXCUSED absences will NOT be allowed to make up the work assigned during the absence. It MUST be excused.
- Students with EXCUSED absences will be allowed to make up ALL work within THREE days of returning to school.
- It is your responsibility to ask another student for make-up work. Get with a classmate for any missed notes/instructions. Graphic organizers and handouts can be found on the make-up work folder located on the classroom door. Work that is not made up within the three days will become a ZERO (including quizzes/test). Missed quizzes and tests will be made up before or after school within three days of returning to school per Madison City School policy. Understand that I will put in a zero as a grade until it has been made up.

### Passes Out of Class:

During the nine weeks, you will be allotted three times to leave class to visit the restroom, the water fountain, or your locker. You must have your planner to use as your hall pass. Additional passes will be granted through the classroom rewards/accountability system. *If you have an extenuating circumstance that requires frequent bathroom visits, written excuses from a parent or doctor must be given to the nurse who will then alert the teacher to allow more passes out of class.*

### Homework/Late Work:

- Homework is ALWAYS due when the teacher collects it. No daily assignments will be accepted late (excluding make-up work). Major grades will be docked one letter grade per day late. Students and parents can check iNOW for homework assignments.
- For virtual learning, all assignments will be turned in through Schoology. This process is subject to change as best practices for virtual learning evolve.
- No late work will be accepted except in the case of emergency and/or according to school policy. If your computer fails, I need a written excuse from a parent to accept the assignment. If your printer fails, email the assignment to me.

### Academic Dishonesty:

Cheating and plagiarism will not be tolerated under any circumstances. Any student caught participating in an act of academic dishonesty will receive a zero for that particular assignment and a parent will be contacted.

### Teacher & Parent/Guardian Communication

Teacher and parent/guardian communication is key to a student's success. I consistently send emails alerting parents/guardians about upcoming assignments, projects, and tests. In addition, I also keep parents/guardians updated about when a certain assignment, project, or test has been graded or may be delayed in being graded. Lastly, I add important Liberty events to this e-mail to keep parents/guardians in the school loop. PLEASE visit my website on the Liberty Middle School webpage and complete my distribution list form. *I do not want anyone to feel left out or uninformed.*

### Course Outline:

**Week 1:** Virtual Procedures, Course Introduction, Student Introductions

**Week 2:** Model Speeches, Rhetoric, Beginner Techniques, Virtual Icebreaker

**Week 3-4:** Speech Components, Speech Analysis, Speech Writing, **Informative Speech**

**Week 5-6:** Speech Rewriting, Intermediate Techniques, **Demonstrative Speech**

**Week 7-9:** Research, Advanced Techniques, **Persuasive Speech**

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I have read, understand, and agree to abide by Coach O'Neal's classroom policies and procedures.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

A Block (8:15-9:29)	8:15-8:35 Synchronous/Asynchronous Instruction (A) 8:35-8:55 Online Student Support (A) 8:55-9:20 Daily Office Hour (A)
B Block (9:39-10:53)	9:45-10:05 Synchronous Asynchronous Instruction (B) 10:05-10:25 Online Student Support (B) 10:25-10:50 Daily Office Hour (B)
C Block 10:57-12:44	10:57-11:42 Lunch 11:42-12:02 Synchronous/Asynchronous Instruction (C) 12:02-12:22 Online Student Support (C) 12:22-12:44 Daily Office Hour (C)
D Block 12:48-2:02	12:55-1:15 Synchronous/Asynchronous Instruction(D) 1:15-1:35 Online Student Support (D) 1:35-2:00 Daily Office Hour (D)
E Block 2:06-3:20	2:06-2:26 Synchronous/Asynchronous Instruction (E) 2:26-2:46 Online Student Support (E) 2:46-3:11 Daily Office Hour (E)

\*Synchronous Instruction includes live/real time instruction from teachers. Live sessions should occur two days per week.

\*Asynchronous Instruction includes pre-recorded videos featuring teacher presence and may include pre-recorded videos from grade-level/content colleagues.

\*Online Student Support includes guided practice, small group instruction, and formative assessment. Small group instruction will replace online student support one day per week.