

**Anoka Ramsey Community College**  
**Communication Studies 2215: Public Speaking**  
**Winter 2014-2015 Course Syllabus**  
**3 Credits**

**Instructor: Mrs. Katrina Snell**

**Andover High School: Room B109**

**Class Hours: Mondays, Tuesdays, Thursdays, Fridays from 1:13-2:20; Wednesdays from 1:28-2:20**

**Office Hours: Monday 2:30-3:30pm, Thursday 6:50-7:30am**

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**Course Overview:** This course is designed to allow students to practice and improve their public speaking skills. This will include theory and practice in both creating and delivering public speeches. It will also include research techniques, organizational strategies, outlining, audience analysis, thesis evaluation and synthesis. There will be three practice speeches, a number of required speeches, a midterm and final objective test, various assignments, and several short papers.

**Course Outcomes:** Students will...

1. Understand the process of communication, communication theories, and models.
2. Develop and understand how to create and support a central idea through research, analysis, evaluation, and synthesis of outside material.
3. Draft outlines and notes using inventions, organization, revision, and editing to prepare and present speeches.
4. Be able to distinguish the difference between various types of speeches and implement appropriate topic choice, research, support, organization, and delivery for various speeches.
5. Exhibit understanding of reasoning skills, use of evidence and the process of organization to make a logical analysis of a persuasive claim for the purpose of writing a speech or critically evaluating those of others.
6. Develop competence and a sense of comfort in delivering speeches.
7. Effectively use PowerPoint and other presentation aids in order to enhance a presentation
8. Be aware of the importance of physical delivery to the success of a speech.
9. Use a repertoire of verbal delivery techniques.
10. Exhibit an individual style of speaking while incorporating ideas and information from other sources of authority when writing and presenting speeches.
11. Exhibit skills in listening effectiveness.

**Textbook:** Beebe, S.A., & Beebe, S. J. (2008). *A Concise Public Speaking Handbook*. Boston, MA: Pearson Education, Inc.

## **Expectations:**

### **Preparedness:**

As a student in this college course, you are entirely responsible for your own success. You are responsible for reading and following the syllabus. It is expected that you will arrive to each class on time, with assigned work completed and ready to fully participate. It is expected that students will participate in a respectful manner throughout the course. It is essential to build an atmosphere where the tone is friendly, supportive, and respectful of the various differences each person brings into this classroom environment. Freedom of speech is a cornerstone of the public speaking field, yet with this freedom accompanies awareness and respect for the audience. Therefore, students will use appropriate audience analysis and interaction related to topic choice and use of language.

As an audience member you will be respectful and give full attention to speakers who have the floor, sending supportive feedback and non-verbal communication messages that show interest and support.

### **Attendance:**

You will need to be in class and on time to be successful. Students are excused from class for religious observances. Please make the instructor aware of pre-planned absences before the absence occurs.

### **Late Assignments:**

Please be sure to turn your work in on time for this course. If submitted after the due date and time but before the deadline, the assessment will receive a 10% penalty. If submitted after the deadline but before the end of the trimester, the assessment will receive a 50% reduction. If you are not prepared on the day you are to present a speech, you will receive a one grade deduction and will be expected to give your speech during the next class.

### **Plagiarism:**

Plagiarism will not be tolerated. Please be sure to carefully cite information that is used in speeches that is not your own. Also please do not try to pass off another's speech as your own. Doing so is a serious violation that has serious consequences. Plagiarism will result in a referral to the administration and may result in failure of the course. If you have questions or concerns please contact me.

### **Turnitin.com:**

All outlines and manuscripts will be turned in to turnitin.com under the Class ID of 8979231 with the password of overcomefear.

### **Tips to Success:**

1. Do the reading and Moodle assignments according to syllabus and instructions.
2. **ATTEND ALL CLASSES** – assignment instructions and quizzes will be given and in-class activities will be given points for participation.
3. Hand in work on time. All late work has a penalty and may result in zero points.
4. Pay close attention to handouts and requirements of assignments. Students often lose points for not paying attention to the details of an assignment.
5. Actively listen. Take notes, ask questions when assignments are unclear, and participate in discussion.

**Grading Philosophy:** Public speaking includes student development in the areas of preparation and presentation. Preparation includes writing, outlining, planning, reading and knowledge recall. Presentation includes the various skills related to giving speeches to an audience. This course is designed to allow students the opportunity to develop presentation and preparation skills applicable to various speaking situations.

**Final Grades:** Anoka-Ramsey records whole letter grades. Thus, here is the breakdown of grades:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 59% or refusal to give any one of the required speeches.

**Assessments:** Here are the four areas of assessment for this course.

**Practice Speeches (10%)**

- \*Partner Introductory Speech (formative, 10 pts)
- \*Autobiographical Speech (formative, 10 pts)
- \*Impromptu Speeches (formative, 20 pts)

**Papers & Assignments (20%)**

- \*Assignment: Letter to Mrs. Snell (formative, 10 pts)
- \*Paper 1: Demonstration Speech Audience Analysis (formative, 20 pts)
- \*Paper 2: Significant Object Speech Audience Analysis (formative, 20 pts)
- \*Paper 3: Reflection on Public Speaking Skills and Improvement Plan (summative, 30 pts)
- \*Paper 4: Peer Feedback Observation Paper (formative, 20 pts)
- \*Paper 5: The King's Speech Reflection (summative, 20 pts)
- \*Paper 6: Outside Speaker Evaluation (summative, 40 points)
- \*Various Other Assignments to Be Announced

**Required Speeches (50%)**

- \*Demonstration Speech (formative, 75 pts)
- \*Significant Place or Object Speech (formative, 50 pts)
- \*Persuasion Speech (summative, 75 pts)
- \*Special Occasion Speech (formative, 50 pts)
- \*Tribute Speech (formative, 50 pts)
- \*Informative Speech (summative, 150 pts)
- \*Group Presentation (formative, 50 pts)
- \*TED Talk Presentation (summative, 50 pts)
- \*Final Farewell Speech (summative, 50 pts)

**Tests and Quizzes (20%)**

- \*Periodic quizzes on readings (formative, 50 pts)
- \*Midterm (formative, 50 pts)
- \*Final Test on Book, Handouts and Class Lectures (summative, 50 pts)

**Schedule:**

Week	Items	Homework
<u>Week 1</u> December 2-5	Syllabus, Ice Breakers, Course Overview Lecture: Introduce Communication Models and Modes Model, Practice, and Present <i>Partner Speeches</i> Introduce “Letter to Mrs. Snell”	Letter to Mrs. Snell Create and practice <i>Autobiography Speech</i> Read Chapters 1-4 in <i>A Concise Public Speaking Handbook</i>
<u>Week 2</u> December 8-12	Lecture: Organization in Speech Making <i>Autobiography Speech</i> Lecture: Speaker Anxiety and Audience Analysis Introduce Impromptu Speeches & Paper #1	Make Audience Analysis tool to analyze class. Write Paper #1 Create and practice organization for Impromptu Speech  Read Chapters 6-9 in <i>A Concise Public Speaking Handbook</i>
<u>Week 3</u> December 15-19	<i>Impromptu Speech Activity</i> Collect Paper #1 Introduction / Conclusion Exercise Lecture: Delivery Methods in Speaking: Voice and Body Language Introduce <i>Significant Place or Object Speech</i>	Create and practice <i>Significant Place or Object Speech</i>  Read Chapters 10-12 in <i>A Concise Public Speaking Handbook</i>
<u>Week 4</u> January 5-9	<i>Significant Object Speech</i> Delivery Method Exercise Introduce Paper #2 Lecture: Persuasion and How to Cite Sources in a Speech Introduce <i>Persuasive Speech</i>	Write Paper #2 Create and practice <i>Persuasive Speech</i> Read Chapters 13-15 in <i>A Concise Public Speaking Handbook</i>
<u>Week 5</u> January 12-16	Collect Paper #2 <i>Persuasive Speeches</i> Persuasion Evaluation Midterm Review Assign Paper #3	Study for Midterm Write Paper #3
<u>Week 6</u> January 20-23	Midterm Exam Introduce <i>Special Occasion Speech</i> Lecture: How to use Presentation Aids Introduce PowerPoint Contest	Create PowerPoint for Contest Create and practice <i>Special Occasion Speech</i> Read 16-19 in <i>A Concise Public Speaking Handbook</i>

<u>Week 7</u> January 26-30	PowerPoint Contest <i>Special Occasion Speech</i> Lecture: Ethics in Speaking Introduce <i>Tribute Speech</i>	Create and practice <i>Tribute Speech</i> Read Chapter 20-23 in <i>A Concise Public Speaking Handbook</i>
<u>Week 8</u> February 2-6	<i>Tribute Speech</i> Introduce Paper #4 Introduce <i>Informative Speech</i> Watch parts of <u>The King's Speech</u> Assign Paper #5	Create and practice <i>Informative Speech</i> Read Chapter 27 in <i>A Concise Public Speaking Handbook</i> Write Paper #5
<u>Week 9</u> February 9-13	Collect Paper #5 Lecture: Creativity in Presentation <i>Informative Speech</i> Introduce <i>Group Speech</i> *Class time to meet in groups  Introduce Paper #6: Outside Speaker Evaluation	Work on <i>Group Presentation</i> Complete Outside Speaker Evaluation and write paper #6
<u>Week 10</u> February 18-20	<i>Group Presentation</i> Group Evaluation Lecture: Ethos Introduce <i>Business Presentation Speech</i>	Create and practice <i>Business Presentation Speech</i>
<u>Week 11</u> February 23-27	<i>Business Presentation Speech</i> Lecture: Key Concepts from <i>A Concise Public Speaking Handbook</i>  Intro <i>Farewell and Award Speech</i>	Create and practice Final <i>Farewell Speech</i> Study for Final Summative Exam
<u>Week 12</u> March 2-6	Final Exam <i>Award Acceptance Speech</i> Final <i>Farewell Speech</i>	

**\*This syllabus is subject to modification by the instructor at any time.**

**Special Needs:** Anyone needing special assistance should please let me know as soon as possible.

**Disclaimer:** This syllabus is subject to modification by the instructor at any time. Changes to this syllabus will be made in class. It is the student's responsibility to know of these changes by attending class. It is not the responsibility of the instructor to notify absent students of any changes in the syllabus.