

**Public Speaking
Jennifer Craig
2014 - 2015**

"Speech is power: speech is to persuade, to convert, to compel."

- Ralph Waldo Emerson

"Speech is civilization itself. The word, even the most contradictory word, preserves contact – it is silence which isolates."

- Thomas Mann

CONTACT INFORMATION

Phone: 502-839-5118

Email: jennifer.craig@anderson.kyschools.us

Planning Period: 5th Block





COURSE OVERVIEW

This course is a practical and relevant course designed to offer the novice speaker a number of opportunities to organize and prepare public speaking assignments. The course will also offer a "laboratory setting" where the beginning speaker can actually stand in front of a live audience and present his/her practiced performance. In addition to public speaking, further performance opportunities may be included in the area of public oral reading. Students will learn about the role of communication in our lives, the communications model, spatial relationships, delivery styles, and the effectiveness of language, gestures, and organization techniques. Students will have daily assignments (varying from group problem-solving, quickwrites/reflections, reading assignments) that will aide in the development of their voice. These activities will be supplemented with class notes. A cumulative final exam will be given as well as a formal, oral speech.



LEARNING TARGETS OF THE COURSE

1. Students will be able to select an appropriate speech topic.
2. Students will conduct research to gather data that is accurate, appropriate, clear, well-documented, and unbiased.
3. Students will organize and write speeches with an effective introduction and conclusion, a well-structured body, clear bridge transitions, and oral footnotes.
4. Students will write and deliver speeches using correct grammar, Standard English, and well-chosen language.
5. Students will deliver speeches with physical and vocal effectiveness.
6. Students will evaluate their own speeches and the speeches of others, recognizing strengths and weaknesses.

MATERIALS

-  Pen (black or blue ink)
-  Loose-leaf paper
-  3-ring binder to collect notes, graded assignments, research data, etc.
-  3x5 index cards for speaking notes

INSTRUCTIONAL MATERIALS

-  *Speech for Effective Communicating*, Second Edition. Holt Rinehart Winston.
-  Notable speeches and examples of interpersonal communication from films and websites.

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CLASSROOM EXPECTATIONS

- ✚ BE ON TIME
- ✚ BE PREPARED
- ✚ BE POSITIVE
- ✚ BE RESPECTFUL
- ✚ BE YOUR BEST YOU!!!!

GRADING CRITERIA/INSTRUCTIONAL METHODS

A variety of instructional methods will be used during this course. They include, but are not limited to, minimal lecture & notes, independent study, small group work, homework and in-class work time. The amount of in-class work time and small group work time will depend on the ability of the class to remain on task and complete the required work in a productive manner.

The vast majority of the student's grade in this course is based on the speeches and activities presented/performed throughout the trimester. These include, but are not limited to:

- ✚ Participation
- ✚ Bell Ringers
- ✚ Quizzes, exams, & assignments
- ✚ Units of Study notes completion
- ✚ Speeches
- ✚ Final Speech and Exam

ACHS GRADING SCALE

A 92-100
B 83-91
C 74-82
D 65-73
F Below 64
I Incomplete

LATE ASSIGNMENTS

Late assignments will be penalized 10% per day late. If assignments are late over one week, **THEY WILL NOT BE ACCEPTED!!!!**

SPEECH MAKE UPS

- ✚ Students who are absent (with an excused absence) on the day they are scheduled to speak will be responsible for speaking the following day.
- ✚ Students who do not speak when they are scheduled (due to failure of completing the assignment), will be penalized half of the value of the speech. Beyond that, if the speech is not given during the presentation period the speaker will receive a zero for that assignment.

STUDENT CONDUCT DURING SPEECHES

Audience members are expected to show speakers respect and give the speaker their undivided attention during speeches. This includes, but is not limited to, working on other assignments, sleeping, putting head down on the desk, practicing or reading your speech, talking with your peers, texting, etc. Violating these things is considered inconsiderate and is NOT acceptable. Audience members who violate these expectations will result in the loss of points on their speech.

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CLASSROOM CONDUCT EXPECTATIONS

In order to maintain a positive, productive classroom environment, students are expected to adhere to the following classroom policies and procedures:

CLASSROOM ENVIRONMENT:

1. BE ON TIME!!! Students are expected to be in class daily. Tardies will be noted and will be sent to the office. If you already know that you are going to be tardy, go directly to the office for a tardy note. **YOU WILL NOT BE ADMITTED INTO CLASS WITHOUT A NOTE!!!**
2. BE PREPARED!!! Bring all materials to class each day – pen, pencil, binder, etc...Don't ask to leave the room because you failed to bring your materials!
3. All students will be assigned a seat – If you fail to participate or work due to your surroundings, Mrs. Craig will reassign you at her discretion.
4. Students are encouraged to take care of necessary business before arriving to class. Although there is not a set limit of hall passes, abuse of this advantage will result in limited or no hall pass privileges. You will not be allowed to leave the room without a completed clipboard and/or pass.
5. Although food and drink are permitted in class, please BE RESPECTFUL and use the proper trash cans to throw away any bottles, etc. when you are finished. Failure to do so could result in the loss of this privilege.
6. All purses or bags are to be kept on the floor or under your desk at all times.
7. Please refrain from personal primping during instructional time.
8. Please take care of all necessary procedures – sharpening your pencil, throwing trash away, etc. without interrupting Mrs. Craig and disturbing instructional time.
9. BE POSITIVE/BE RESPECTFUL!!!! Respect Mrs. Craig and your classmates. Respect is reflected in the language that we use and the behavior that we choose!!! This basically means be respectful with your words and actions! Profanity, abusive/harassing language, aggressive or degrading behaviors will NOT be tolerated and will result in loss of points on your speech and an automatic referral!!!
10. Please refrain from working on homework assignments for other classes unless you are finished with this class's assignment and have free time. Please let Mrs. Craig know.
11. A weekly schedule for the course will be given to the class each week. Please keep this in your binder and refer to it for important due dates, exam/quizz dates, or in case of an absence.
12. Please turn in all assignments to the appropriate area and retrieve any makeup work from that designated place.







*****REMEMBER: This is an academic environment; consequently, students are to act accordingly. Any inappropriate acting out or unnecessary talking when someone else is sharing thoughts, etc. will NOT be tolerated. The only appropriate behavior is active listening, positive participation, and a great attitude!!!*****

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ACADEMIC POLICIES:

1. All work to be submitted will be placed in the proper tray on the front desk.
2. Students must come to class ready to submit any work due that day. Homework is due on the day it is assigned. Any homework that is not turned in the date it is due will receive a deduction in points. After one week, these assignments will not be accepted! Graded papers will be returned to you in a timely manner. Please allow up to a week for assessments such as quizzes, exams, formal speeches to be graded.
3. Excused/Unexcused Absences: Please refer to your ACHS Student Handbook for the school policy regarding absences and makeup work. This policy will be enforced!
4. If you have an excused absence on the day of a quiz/exam, you may be allowed to make up those assessments either before or after school or during ESS hours. Please talk to Mrs. Craig about scheduling a time to do so. If you were scheduled for a formal speech the day of your absence, you will be required to present it the following day of return.
5. Please check on IC or with Mrs. Craig before or after class to monitor your grade. There is NO excuse for you not to know how you are doing in this course.
6. **ACADEMIC INTREGRITY** – Students are to abide by the norms of academic integrity. This means that students are expected to complete their own work and not to plagiarize. Cheating includes the unauthorized copying from the work of another student; using notes or other materials not authorized during exams and quizzes; giving or receiving information or assistance on work when it is expected to come from you; engaging in any similar act that violates the concept of academic integrity in order to fulfill his/her course requirements.

Plagiarism is representing the words of another as one's own in any academic exercise. **There are several kinds of plagiarism:**

-  Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or entire paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including *a*, *an*, and *the*, from another source without citing the source.
-  Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
-  Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, oral presentation, poster, project or other assignment without crediting the source.
-  Downloading entire texts and presenting them as one's own work.
-  Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from famous speeches, lectures, television programs, songs, or other forms of oral language.
-  Improperly citing sources with the intent of misleading the reader (i.e., making up citations) as to the source of the information presented.

*****Cheating and plagiarism will result in a failing grade on the assignment, disciplinary referral, and parent contact. Repeated plagiarism could ultimately result in further disciplinary or academic consequences!!!*****

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SPEECH POLICIES:

1. Students are to follow guidelines of good taste and ethics in the choice of a speech topic and in the delivery of the speech. It is the ethical responsibility of a public speaker to uplift society rather than to degrade it. Speeches are not a student's opportunity to rant and rave. Mrs. Craig reserves the right to approve each speech topic. When in doubt, consult with Mrs. Craig.
2. Students that are assigned to ISS or OCS will still be responsible to complete assignments as if they were present in class. Every effort will be made to release students from ISS to deliver a speech on the day they are scheduled. Students that receive OCS will be expected to deliver their speech the day they return to class.
3. Refrain from chewing gum during the delivery of a speech. It is considered poor taste and distracting.
4. Students are to avoid going to the nurse's office, guidance office, main office, etc. unless directly called for and asked to leave. Students who try to leave class in order to avoid speaking will be penalized points on their presentation.
5. In the event of a snow day or a school closing, all assignments or speeches are due on the day that school resumes.

OTHER POLICIES OF CONCERN:

1. **STUDENT HANDBOOK** – All rules and regulations outlined in the Anderson County High School Student Handbook (including electronic device use, dress code, tobacco use, PDA, etc.) will be enforced in this classroom.
2. **ELECTRONIC DEVICE USAGE** – Students are permitted to use personal electronic devices (cell phones, laptops, I Pads, tablets, etc.) at lunch, during class change, and in the classroom for **INSTRUCTIONAL PURPOSES ONLY!!!** Please be responsible about this matter. Avoid disciplinary consequences by not taking advantage of this privilege.
3. **VIDEO EXCERPTS & OTHER VISUAL/AUDIO MEDIA:** As stated earlier, a variety of instructional methods will be utilized during class. Some of these will be video excerpts and audio/visual excerpts. This is NOT a time for you to sneak a text to your girlfriend/boyfriend, take a quick nap, etc. Video excerpts & other visual/audio media are still considered instructional time. A formative assessment will follow any video/audio excerpt.
4. **SUBSTITUTES:** There may be times that Mrs. Craig may have to have a substitute in the classroom. You are to give the substitute your VERY BEST behavior (even better than you even might give Mrs. Craig). Any discipline issues will be an automatic referral and parent contact.

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PUBLIC SPEAKING ACKNOWLEDGEMENT FORM
(Please sign and return by _____ for 20 points)

I have reviewed and understand the syllabus for Public Speaking. I understand that these standards must be met and upheld in order to achieve success in Mrs. Craig's class. If I feel at any time that I'm having difficulty meeting these standards, I will go to Mrs. Craig for assistance and guidance.

STUDENT'S NAME: _____

STUDENT'S SIGNATURE: _____

STUDENT'S EMAIL: _____

DATE: _____

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____

PARENT'S EMAIL: _____

DATE: _____

_____ I **DO** give my permission for my child to watch the classroom films.

_____ I **DO NOT** give my permission for my child to watch the classroom films.