

**COMM 110 Fundamentals of Public Speaking**  
**Policies, Procedures, and Calendar of Assignments**

**Office: Thatcher 2207**

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**Office Hours: 10-11 MWF and also by appointment**

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**Course Description**

The theory and practice of public speaking with emphasis on content, organization, language, delivery, and critical evaluation of messages.

**Prerequisite**

There is no prerequisite for this course.

**Required Text**

Hamilton, Gregory. *Public Speaking for College and Career, 9th ed.* Boston: McGraw-Hill, 2008

**COMM 110 Learning Objectives**

Develop and enhance listening skills.

Learn nonverbal communication skills and display ability to use these appropriately.

Develop techniques for creating and presenting speeches of different kinds

Learn techniques for effective communications in small group situations.

**Late Policy**

In all communication situations—professional, workplace, and academic—writers and speakers must meet deadlines. In this class, late work is not accepted. Any student who knows in advance he or she will not be able to speak on the day appointed or take a test on the day appointed should send the instructor an email informing him of the class to be missed. Once that is completed, the student and the instructor can work together on arrangements to hand in the work. However, since the weather, illness, or personal business can make advance notice impossible some days, each student has "sick leave" of three class periods that can be used to be absent from class with no effect on the ten percent of the final grade earned through participating in class.

Some extra credit is offered occasionally during the semester so students who have missed class can make up some points missed. Late work earns half credit.

**Components of  
final grade**

Introduction	05%
Fact Check	10%
Reading for Delivery	05%
Explaining a Concept	15%
Speech to Motivate Action: Monroe Motivated Sequence	15%
Speech to Persuade	20%
Chapter Quizzes	20%
Total	100%

**Statement on Non-Discrimination**

Alternative viewpoints are welcome in this classroom. There will be no discrimination in this class, no discrimination based on race, color, age, religion, national origin, sexual orientation, sex, marital status, disability, status as U.S. military or US veteran, or on any other basis not listed above.

**Accommodation Statement**

Any student with special needs, or who needs special accommodations, should discuss those issues with the instructor at the beginning of the semester or as soon as each student becomes aware of his or her needs.