

Dakota College at Bottineau Syllabus

Corse Prefix/Number Title:

Fundamentals of Public Speaking: Communications 110

3 Credits

Course Description:

An introductory public speaking course to help students become more proficient in oral communication skills in various situations.

Pre-Co/requisites:

None

Course Objectives:

To help students:

- Develop and sharpen listening skills.
- Gain confidence in a variety of speaking situations.
- Prepare and deliver effective speeches.
- Communicate effectively in small group situations.

Instructor:

Mr. Michael Porter

Office: Thatcher Addition: Room 2209

Telephone: 228-5445

E-mail:mike.porter@dakotacollege.edu

Office Hours:

Tuesday, Thursday: 9:00 to 11:00

Monday, Wednesday, Friday: 9:00 to 10:00

Lecture/Lab Schedule:

Tuesday-Thursday: 2:00-3:15

Textbooks:

Gregory, Hamilton. *Public Speaking for College and Career*. 9th ed. Boston: McGraw-Hill, 2010.

Course Requirements:

Course requirements consist of speeches, peer evaluations, group activities, and tests.

Speeches include the following:

Introductory

Entertaining

Interpretive Reading

Demonstration

Panel Discussion

Speech to inform
Speech to persuade
Impromptu
Special speeches

General Education Goals/Objectives:

Goal 4: Demonstrates effective communication

Objective 5: Demonstrates effective oral communication skills

Relationship to Campus Theme:

Introduction to Public Speaking emphasizes one of the most important aspects of human nature: communication. Speech will utilize group support, individual creativity, and technical skills in research and presentation to help a student to move beyond his/her present ability to communicate.

Classroom Policies: Grading

Long speeches are required for credit and count one-third of the final grade.
Short speeches, quizzes, peer evaluations, self-critiques: one-third of the final grade.
Tests: one-third of the final grade
Overall grade of 60% is passing.

Academic Integrity:

All assignments, tests and quizzes will meet the standards of accepted Academic Integrity.

Disabilities and Special Needs:

Students with disabilities or special needs must inform the instructor of those needs as soon as possible.

**Syllabus: Fundamentals of Public Speaking
Fall 2012 Tuesday-Thursday**

August 21:

Introduce Class
Introduction to Public Speaking: Chapter 1 pp. 2-21

August 23:

Overcoming Nervousness: Chapter 2 pp. 22-39
Assign: Speech to Introduce self
Begin: Listening: Chapter 3 pp. 40-56

August 28:

Finish: Listening: Chapter 3 pp. 40-56
Begin: Speech to Introduce Self

August 30:

Speech to Introduce Self

September 4:

Introduce: Interpretive reading

Debrief the speech to introduce self

Delivering the Speech: Chapter 14 pp.272-295

Introducing a speaker: pp. 377-378

September 6:

Interpretive reading

September 11:

Analyzing Audiences: Chapter 4 pp. 58-79

September 13:

Chapter 5: Selecting Topic, Purpose and Central idea pp.80-97

September 18:

Speech to entertain, or make a point

September 20:

Process or Demonstration Speech pp.326-330

Visual aids: Chapter 9 pp. 164-195

September 25:

Test

September 27:

Demonstration Speech

October 2:

Demonstration Speech

October 4:

Demonstration Speech

Video: Organizing a speech

October 9:

Speaking to Inform: Chapter 15 pp.296-318

Begin: Gathering and using information: Chapters 6 and 7 pp. 98-142

October 11:

Finish Gathering and using information: Chapters 6 and 7 pp. 98-142

Group Dynamics Chapter 19 pp. 386-401

October 16:
Supporting Your Ideas: Chapter 8 pp.144-163

October 18:
Research

October 23:
Panel Discussion

October 25:
Panel Discussion

October 30:
Finish panel discussions
Body, Introductions, Conclusions: Chapter 10 and 11 pp. 196-233
Outlines; Chapter 12 pp.234-253

November 1:
Wording the Speech: Chapter 13 pp.254-270

November 6:
Speech to inform

November 8:
Speech to inform

November 13:
Speech to inform

November 15:
Persuasive speeches and strategies: Chapter 16 and 17 pp. 320-369

November 20:
Video Logic and reasoning
Special Speeches: Chapter 18 pp. 370-384
Impromptu speeches

November 27:
Test

November 29:
Speech to Persuade

December 4:
Speech to Persuade

December 6:
Speech to Persuade