

## Dakota College at Bottineau Course Syllabus

**Course Prefix/Number/Title:** Fundamentals of Public Speaking – COMM 110

**Course Description:**

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

**Course Objectives:**

To help students:

1. Develop and sharpen listening skills.
2. Gain confidence in a variety of speaking situations.  
(Meets DCB General Education Goal # 1)
3. Prepare and deliver effective speeches.  
(Meets DCB General Education Goal # 1)
4. Communicate effectively in small group situations.  
(Meets DCB General Education Goal # 1)

**Instructor:** Leslie Stevens

**Office:** Thatcher Hall 2232 – Foundation Office

**Office Hours:** By Email or Appointment ONLY

**Phone:** 701-228-5613 Office

**Email:** [leslie.stevens@dakotacollege.edu](mailto:leslie.stevens@dakotacollege.edu)

**Lecture/Lab Schedule:** Thatcher Hall

**Textbook(s):**

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

**Course Requirements:**

Course requirements consist of in class discussion, assignments, delivery of speeches, peer evaluations.

## Speeches Include:

Introductory Speech (1)	25 points
Narrative Speech (2)	25 points
Brown Bag Speech (3)	25 points
Informative Speech (4)	100 points
Visual Aid Speech or Demonstration Speech (5)	100 points
Persuasive Speech (6)	150 points
Historical Speech (7)	25 points
Impromptu Speech (8)	25 points
In Class Assignments	150 points
<u>Peer Evaluation Sheets on graded speeches</u>	<u>75 points</u>
<b>Total:</b>	<b>700 points</b>

## Grading Scale :

<b>90 % – 100 %</b>	<b>A</b>
<b>80 % – 89 %</b>	<b>B</b>
<b>70 % – 79 %</b>	<b>C</b>
<b>60 % – 69 %</b>	<b>D</b>
<b>Less than 60 %</b>	<b>F</b>

**Introductory Speech** - The introductory speech is a 90 second speech of self-introduction. The purpose of this speech is to “break the ice” with the audience. Begin the speech by introducing yourself (name, hometown, favorite subject/activity and your future plans – college, work, etc.). You develop the body of your speech to include a brief representation of who you are. You are trying to define who you are in a brief time, so discuss a quick event or situation that made you who you are.

**Narrative Speech** - A 1 to 2 minute narrative speech to tell a story. You can choose a personal event or something you witnessed to be the narrative or story you will deliver. This speech should include a clear opening, middle and conclusion. An important part of this speech is the signal or transition that one of these sections is beginning.

**Brown Bag Speech** - The 2 to 3 minute brown bag speech is designed to share your life with the audience. Like an introductory speech, this speech allows you to be more personal in your approach. You will select three items to put in your “bag”. First item should describe your past, the second your present and the third your future. The items should hold a personal connection to you and be easily displayed.

Informative, Visual Aid/Demonstration, Persuasive, Historical and Impromptu Speech details will be given in class.

## Tentative Course Outline:

<b>Week 1 (Jan. 13-15)</b>	Introduction & Course Syllabus Chapter 1, 2 & 3 In class Effective Listening self-test What makes you nervous assignment
<b>Week 2 (Jan. 18-22)</b>	Introduction Speeches (60-90 sec) Discuss the Nervousness assignment Chapter 14 – Delivering the Speech Discuss Narrative Speeches
<b>Week 3 (Jan 25-29)</b>	Narrative Speeches (1-2 min) Chapters 6 & 7 Brainstorming assignment
<b>Week 4 (Feb 1-5)</b>	Chapter 8 & 10 Assign Brown Bag Speeches – go over details. Start Brown Bag Speeches (2-3 min)
<b>Week 5 (Feb 8-12)</b>	Finish Brown Bag Speeches (2-3 min) Chapter 11 - Introductions & Conclusions Chapter 13 – Wording the Speech Chapter 12 – Outlining Outlining Assignment & Expectations
<b>Week 6 (Feb 15-19)</b>	Review Outlining from Chapter 12 Chapter 15 – Speaking to Inform, Video Examples Discuss Peer Evaluations In Class Evaluation Assignment with video examples
<b>Week 7 (Feb 22-26)</b>	Informative Speeches (3-5 minutes)
<b>Week 8 (March 1-2)</b>	Finish Informative Speeches (3-5 minutes) Chapter 19 - Group Dynamics/Panel Discussions
<b>Week 9 (March 8-12)</b>	Return Informative Speeches – Review Peer Evals Chapter 9 – Presentation Aids Assign Visual Aid or Demonstration Speech Q & A – In Class Prep
<b>Week 10 (March 15-19)</b>	SPRING BREAK
<b>Week 11 (March 22 -26)</b>	Visual Aid or Demonstration Speeches (4-6 Minutes)

<b>Week 12 (Mar 29 – April 2)</b>	Visual Aid or Demonstration Speeches (4-6 Minutes)
<b>Week 13 (April 5-9)</b>	Ch 16 and 17 – Persuasive Speaking & Strategies Video of Persuasive Sample Speeches Assignment - What is persuasive to you? Assign Persuasive Speeches Class time to prepare outlines
<b>Week 14(April 12-16)</b>	Persuasive Speeches (7-9 minutes)
<b>Week 15 (April 19-23)</b>	Persuasive Speeches (7-9 minutes)
<b>Week 16 (April 26-30)</b>	Chapter 18 – Special Speeches Prep for Impromptu Speeches Extemporaneous Speaking discussion Impromptu Speeches
<b>Week 17 (May 3 -7)</b>	Impromptu Speech follow up Self-Evaluations Historical Speech + assignment Recap your Historical Speech- In Class Activity

**Relationship to Campus Theme:** Introduction to Public Speaking emphasizes one of the more important aspects of human nature, which is 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:** Students are to turn off cell phones and computers and refrain from texting during lectures and speeches. Laptops/ tablets can be used to take notes.

**Absences and Assignment Due Dates:** If a student must miss class, he/she must contact the instructor within 24 hours of the class period if they plan to make up work. Late assignments will be docked 5 points per day late. **This is the policy for all assignments in all circumstances.**

**Campus Email Policy:** Your student's campus-assigned email address will be the only one recognized by this class for official email correspondence and turning in assignments.

It is your job to ensure that I have receive your assignments. If you do not get a response from me within 48 hours of submitting your assignment by email or see your grade in Blackboard, you need to resend the assignment.

**Speech Day:** I will create a schedule for speeches. If you miss your speech day, you will be allowed to make it up only if you contact me within 24 hours of the class period missed. **I will allow one make-up speech per semester.**

**Speech is a class where attendance is of utmost importance. The above policies will stand and there are no exceptions.**

**This is a speech class - your role as an audience member is very important. If you have your cell phone or computer out and are texting or surfing during a classmate's speech you will be asked to leave the class.**

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is tentative and is subject to change. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.

### **Academic Integrity:**

**Plagiarism:** To plagiarize is to "steal and pass off the ideas or words of another as one's own" (*Webster's Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact me or go to the learning center for more information. **Students found plagiarizing material will receive a "0" for the assignment.**

**Cheating:** Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment, an additional incidence of cheating will result in the student being dismissed from the course.

### **Disabilities and Special Needs:**

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.