

**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.

**Pre-/Co-requisites: None**

**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:**

Keri J. Keith

**Office:**

Thatcher Hall 205

**Office Hours:**

11-12:00 pm: Monday - Friday

**Phone:**

701-228-5624

**Email:**

keri.keith@dakotacollege.edu

**Lecture/Lab Schedule:**

NSC 105

**Textbook(s):**

Exploring Public Speaking: The Open Educational Resource College Public Speaking Textbook. Version 4.1 (2020)

<https://www.exploringpublicspeaking.com/download>

[https://static1.squarespace.com/static/5d3675db5281d70001067e60/t/5f2ccedfcc46b01da8e56ef4/1596772071747/Exploring+Public+Speaking+4\\_0\\_1.pdf](https://static1.squarespace.com/static/5d3675db5281d70001067e60/t/5f2ccedfcc46b01da8e56ef4/1596772071747/Exploring+Public+Speaking+4_0_1.pdf)

### Course Requirements:

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

### Speeches Include:

Introductory Speech	25 points
Narrative Speech	25 points
Brown Bag Speech	25 points
Informative Speech	100 points
Visual Aid Speech or Demonstration Speech	100 points
Persuasive Speech	150 points
Impromptu Speeches	25 points
In class Assignments	80 points
<u>Peer Evaluation Sheets on graded speeches</u>	<u>75 points</u>

**Total:** 605 points

### Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

### Tentative Course Outline

Wednesday Aug 26	Introduction & Course Syllabus
Friday Aug 28	Introduction Speeches (60-90 sec)
Monday August 31	Chapter 1 and 2
Wednesday Sept 2	Chapter 3
Friday Sept 4	Chapter 3 – Assign Narrative Speeches

Monday Sept 7	No School – Labor Day
Wednesday Sept 9	Narrative Speeches (1-2 min)
Friday Sept 11	Finish Narrative Speeches Chapters 4 and 5 In-class Assignment - What makes you nervous? Blackboard 10 pts
Monday Sept 14	Brown Bag Speeches (2-3 min)
Wednesday Sept 16	Brown Bag Speeches (2-3 min)
Friday Sept 18	Brown Bag Speeches (2-3 min) Chapters 6-7 Topic Brainstorm –Blackboard - 25 pts
Monday Sept 21	Topic Brainstorm –Blackboard - 25 pts Chapter 8
Wednesday Sept 23	Chapter 10, 11
Friday Sept 25	Chapter 11-12 – Post Informative Assignment
Monday Sept 28	Chapter 12 Outlining Assign Informative Speeches (3-5 minutes)
Wednesday September 30	Review Outlining Video Examples
Friday October 2	Informative Speeches (3-5 minutes)
Monday October 5	Informative Speeches (3-5 minutes)
Wednesday Oct 7	Informative Speeches (3-5 minutes)
Friday Oct 9	Informative Speeches (3-5 minutes)
Monday Oct 12	No Class - Assessment Day
Wednesday Oct 14	Return Informative Speeches – Chapter 9
Friday Oct 16	Assign Visual Aid or Demonstration Speech
Monday Oct 19	Review Outlining and citing sources Video examples
Wednesday Oct 21	Outline Review
Friday Oct 23	Class time to meet with me to review outlines.
Monday Oct 26	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Wednesday Oct 28	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday October 30	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Monday Nov 2	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)

Wednesday Nov	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday Nov 6	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Monday Nov 9	Ch 13 and 4
Wednesday Nov 11	No Class – Veterans Day
Friday Nov 13	Assign Persuasive Speech – What is persuasive to you? Blackboard – 20 points
Monday Nov 16	Video of Persuasive Sample Speeches
Wednesday Nov 18	Class time to prepare outlines
Friday Nov 20	Persuasive Speeches (7-9 minutes)
Monday Nov 23	Persuasive Speeches (7-9 minutes)
Wednesday Nov 25	No class- Thanksgiving
Friday Nov 27	No Class- Thanksgiving
Monday November 30	Persuasive Speeches (7-9 minutes)
Wednesday Dec 2	Persuasive Speeches (7-9 minutes)
Friday Dec 4	Persuasive Speeches (7-9 minutes)
Monday Dec 7	Prep for Impromptu Speeches- chapter 15
Wednesday Dec 9	Impromptu Speeches
Friday Dec 11	Wrap up. Last day of class

General Education Competency/Learning Outcome(s):

Learning Outcome 5: Demonstrates effective oral communication skills

- Performance Indicator 1: Produces original content
- Performance Indicator 2: Adapts to a variety of speaking and listening situations
- Performance Indicator 3: Uses volume, eye contact, rate of pronunciation, articulation, and gesticulation effectively
- Performance Indicator 4: Uses listening skills to critique, evaluate, and/or assess oral communication

Relationship to Campus Theme:

A focus on awareness of our impact in the world and on our environment. Discussion of utilizing new technologies to communicate and share information with small and mass groups of people. Students will also understand how to utilize these new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

Classroom Policies:

**Absences and Assignment Due Dates:** Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. If you email me an assignment, you will get a reply from me to verify that I have received the assignment. If you do not get a receipt

from me, I did not get the assignment. It is your job to ensure that I have received the assignment, so if you do not get a response from me within 24 hours of submitting your assignment by email, you need to resend the email. The assignment continues to lose 10% per day during this time.

**Speech Day: I will create a schedule for speeches and evaluations. 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. Late speeches are docked 50%. You will make up your speech during the next class period where time allows you to speak at the end of all other scheduled activities. If you are on the schedule to speak, it is important that you attend class. If you miss one of your evaluation days, you will lose those points as if you are not there to complete the evaluation, you can not earn the points.**

**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 classmates speech you will be asked to leave the class.**

This class will be a place where all thoughts are welcome, no one fears sharing their opinion, and minds are open to new ideas. You have all EARNED the opportunity to be here by completing the same criteria, thus making you equals. As emerging leaders, you are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions and the participants will agree to disagree.

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 a living document that 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.

**Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the

violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

#### Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

#### Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.