

Basic Principles of Speech – COMM106, Spring 2007

Texts & Course Materials: Textbooks have been ordered through the SUNY Potsdam bookstore, and they are available through online retailers.

* German, K.M., Gronbeck, B.E., Ehninger, D. & Monroe, A.H. **Principles of Public Speaking**, 16th edition.

Course Description & Objectives: This class focuses on the basics of oral communication. You will deliver a number of different kinds of speeches of various lengths. You will be exposed to and practice various techniques as well as develop a critical ear for listening to and critiquing the speech.

With the successful completion of Public Speaking, you will be able to:

- Recognize and deliver different kinds of speeches
- Learn various techniques to deliver speeches
- Select, research and prepare topics
- More successfully present your ideas to a group than when you entered this class
- Overcome some anxiety about speaking in front of groups
- Increase your listening skills and ability to evaluate other speeches.

Grading: Your final grade for the course will be the weighted average of the grades you earn in the following areas:

Speech 1: 15%

Informative speech delivered from manuscript.

Speech 2: 15%

Persuasive speech delivered from manuscript.

Speech 3: 20%

Informative speech delivered extemporaneously: This will be a revision of Speech 1.

Speech 4: 20%

Persuasive speech delivered extemporaneously. This will be a revision of Speech 2.

NOTES:

★SPEECH TOPICS WILL BE *LIMITED* BUT NOT ASSIGNED.

★SPEECH PRESENTATION DAYS WILL BE ASSIGNED TO YOU, ON ONE OF 2-3 POSSIBLE DAYS. ATTENDANCE ON YOUR ASSIGNED DAY IS MANDATORY. SPEECHES IN THIS CLASS ARE THE EQUIVALENT OF MAJOR EXAMS OR PROJECTS AND SHOULD BE TREATED AS SUCH. ONLY DOCUMENTED EMERGENCIES WILL BE ACCEPTABLE REASONS FOR NOT BEING ABLE TO PRESENT YOUR SPEECH ON THE DESIGNATED DAY. OTHERWISE, IF YOU ARE NOT PREPARED TO SPEAK, OR ARE ABSENT ON YOUR SPEECH DAY, YOU CAN EXPECT A ZERO FOR THE SPEECH.

Analysis of Peer Speech A: 5%

Thoughtful critique of a fellow classmate's Speech 3.

Analysis of Peer Speech B: 5%

Thoughtful critique of a fellow classmate's Speech 4.

Homework: 10%

Minimum of 10 short assignments designed to help you in the speech writing process. Homework must be legible and complete, with your name on it, and turned in on the day due in order to receive credit. Homework is grade on a ✓+ , ✓ , ✓- basis, reflecting the level of completion of the work.

Activity Participation: 5%

Productive participation in, and good attitude toward, all in-class activities (including games, impromptu speaking activities, discussions, and group work)

Pop Quizzes: 5%

Short quizzes of no more than 5 questions each will be delivered at various points in the semester to check your comprehension of the basic principles of speech. The purpose of these quizzes is threefold: 1) They will encourage you to keep up with the assigned reading, which is very important to your success in the class. 2) They will indicate to me any problem areas you might have. 3) They can show me if you have comprehension and mastery of course concepts, even if you're having trouble delivering your speeches, and they can

ACADEMIC INTEGRITY: You are expected to uphold the college's standards or academic integrity. Plagiarism of any kind is not tolerated in this class and will result in failure of the course.

Attendance: Attendance in class is mandatory, especially given the hands-on nature of the course material. (We will be making use of a variety of media sources, including a lot of pop culture movies and TV shows, as well as games and group activities.) Your absence in the class is not only detrimental to your own learning and performance, but it can negatively effect your fellow classmates when we are engaging in group activities. Late arrivals and early departures are also unproductive and disruptive and will not be tolerated, except in emergency circumstances. Because this class meets twice a week, YOU ARE ALLOWED ONLY TWO (2) "FREE" ABSENCES (though any missed work will have to be made up by you); I recommend that you use it wisely, if at all. If you miss 4 classes, your final grade will be lowered by one whole letter. IF YOU MISS MORE THAN 4 CLASSES, YOU WILL FAIL THE COURSE!!!!!!!!!!!!!!

In the event of an emergency or an extreme circumstance, please come to me immediately to discuss the situation, and we will consider alternatives in those events.

Semester Calendar – DUE DATESReading is *due* on the date it is noted.

Stay tuned in class for any changes, deletions, or additions

<u>DAY</u>	<u>DATE</u>	<u>TOPIC</u>	<u>CHAPTERS</u>	<u>HW DUE</u>
Tue	23-Jan	Course Intro		
Thu	25-Jan	Delivery & Nerves		10
Tue	30-Jan	Practice Speeches		HW – practice speech
Thu	1-Feb	Types of Speeches / Purposes, Topics / Ethics	1 (ethics section), 2, 12 & 13	
Tue	6-Feb	Audience Analysis & Interviewing		5 HW - topics (2 each speech) HW - identify appropriate audience
Thu	8-Feb	Evidence & Reasoning	6 & 14	for each topic
Tue	13-Feb	Organization, Intros & Conclusions	7 &	HW - sources for research HW - sample intro & conc, 9 org pattern w/ rationale
Thu	16-Feb	Language		
Tue	RECESS			
Thu	22-Feb	workshop		HW - outline/draft
Tue	27-Feb	Speech 1		
Thu	1-Mar	Speech 1		HW - critique
Tue	6-Mar	Examine speech 1		
Thu	8-Mar	Using Presentation Aids	11	
Tue	13-Mar	TBA		
Thu	15-Mar	Workshop		HW - outline/draft
Tue	20-Mar	Speech 2		
Thu	22-Mar	Speech 2		HW - critique
	RECESS			
Tue	3-Apr	Speaking outlines & extemporaneous speech		
Thu	5-Apr	Extemporaneous practice		HW – practice speech
Tue	10-Apr	TBA		
Thu	12-Apr	TBA		
Tue	17-Apr	Speech 3		
Thu	19-Apr	Speech 3		
Tue	24-Apr	Speech 3		
Thu	26-Apr	NO CLASS - ECA		
Tue	1-May	workshop & course evals		
Thu	3-May	Speech 4		
Tue	8-May	Speech 4		
Thu	10-May	Speech 4		
	FINAL EXAM			Extra credit

Contact: My office is Morey Hall 144.

Office hours: Tue/Thu 10:45 am – 12:00 pm & 2:30 pm – 4:00 pm, Wed 1:00 pm – 2:00 pm. And by appointment.

Email: knopfc@m@potdam.edu (Please put “public speaking” or COMM106 in the subject line so your message is not filtered as SPAM.)

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