

COMM106 * Basic Principles of Speech * C. Knopf * Fall 2007

144 Morey Hall, 267-2883, knopfc@potsdam.edu

Office Hours: Tuesday & Thursday afternoons *by appointment*, Mon/Wed/Fri 9:30-10:00 & 11:00-12:30TEXT: 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: 10%

Informative speech delivered from manuscript.

Speech 2: 10%

Persuasive speech delivered from manuscript.

Speech 3: 10%

Commemorative speech delivered extemporaneously (from notes).

Speech 4: 20%

This will be A revision of Speech 1 OR 2, delivered extemporaneously (from notes).

For these speeches you will choose a general topic – some social or political issue – which will be used for each speech. This topic must be approved by me. It should be something that interests you, and perhaps relates to your area of study or another class you are taking. It will require research. We will discuss this in more detail as the semester progresses.

I am always willing to help you prepare for your speech presentations, and will gladly work with you in person or through email to improve your speeches *prior* to delivery. Speeches are graded out of 100 points using a standardized 20-element rubric, of which you will receive an advance copy.

Speech presentation days will be assigned to you, on one of 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.

You must have 2 copies of each speech – one for you to use and one for me.

Annotated Bibliography: 10%

As part of the research you will be doing for your speeches you will write an annotated bibliography on your topic. This is a list of sources you find with useful information about the topic, each with a few sentences describing and summarizing the information in that source. Detailed instructions will be given out in class. Due date is on the attached calendar

Homework assignments: 5%

About 6 assignments, designed to help you practice the techniques you are learning and to prepare for your speeches. You will find reminders of homework due dates on the attached calendar. Details for each assignment will be given in class.

Two speech rewrites: 10% (5% each)

After receiving your grade and feedback on Speeches 1 & 2, you will have one week to revise the written portion of your speech and turn it in as an assignment. This will help you to be better prepared for your final speech.

Peer evaluations: 5%

You will fill out evaluations of a classmates' speech 3 times throughout the semester to be turned in to me (not to your classmate). These should be careful and thoughtful.

In-Class activities: 5%

Participation in in-class activities, such as games, debates, and impromptu speeches is expected.

Final Exam: 15%

There will be a final exam, in multiple-choice format, testing your knowledge of terminology and your ability to apply course concepts. You will have the opportunity to use notes*

* In order to better prepare yourself for each class, it is recommended that you read the chapter being discussed in class in advance (you can find the due dates for each chapter on the included calendar). While reading the chapters, you may make notes on **4x6 index card** to reference during class discussion. If you choose to do this, I will collect the card from you at the completion of each class meeting and hand them back to you at the time of the final exam for you to reference. The cards must be turned in for each chapter on the due date of the chapter, without exception, in order for you to take advantage of this opportunity.

COURSE ASSIGNMENTS: All assignments must be completed to receive a passing grade. Late assignments will be accepted only in extenuating circumstances **and** if you have made arrangements with me prior to the due date. Regardless, the final grade will be reduced 10% for each day it is late (*including Saturdays and Sundays*). I will give feedback on drafts no later than 2 days before due date.

Grades are figured using the following chart:

4.0	97-100	2.0	77-79
3.7	93-96	1.7	73-76
3.3	90-92	1.3	70-72
3.0	87-89	1.0	66-69
2.7	83-86	0	0-65
2.3	80-82		

REQUESTS FOR REEVALUATION: The burden of proof in any disagreement over evaluation of student performance rests with the student. If you desire reevaluation of a grade for an assignment or activity, you must submit your rationale in writing. Your request should identify the specific change requested and provide a reasoned argument and evidence in support of that change. Any request for reevaluation must be made within one week of receiving the original evaluation.

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: Class activities, discussions, and group exercises constitute a major portion of the learning experience in this course. Your experiences and contributions create your course accomplishments. Therefore, missed classes cannot be "recovered" by reading the text or borrowing class notes. I evaluate attendance and participation for all class days. Because of the collaborative emphasis, any absence interferes with both your own performance and with the performance of others. If you cannot avoid missing a class, you are responsible for bringing yourself up to date. Be in class early enough so that you are ready to work when class is scheduled to begin. Tardiness disrupts the class. Attendance and punctuality problems will lead to grade reductions in proportion to the extent of lateness and absence.

I reserve the right to reduce your final course grade by a letter grade if I deem poor attendance or tardiness problems to have interfered with your learning or the learning of others.

	<u>Topic/Activity</u>	<u>In Class</u>	<u>Homework Due</u>	<u>Chapter Due</u>
M	27-Aug			
W	29-Aug Delivery			
F	31-Aug Delivery Practice *		Seuss	10
M	3-Sep Informative vs Persuasive *			12 & 13
W	5-Sep Purposes, Topics, & Ethics *	list 5 possible topics		2
F	7-Sep Audience *	identify audience		5
M	10-Sep Gathering evidence *	final topic approval		6
W	12-Sep Organization *		audience profiles	7
F	14-Sep Language *		specific purpose statements	9
M	17-Sep Intros & Conclusions *		language rewrites	8
W	19-Sep Informative speech videos	evaluations & discussions	annotated bibliography	
F	21-Sep	workshop		
M	24-Sep Informative Speech	evaluations		
W	26-Sep Informative Speech	evaluations		
F	28-Sep Informative Speech	evaluations		
M	1-Oct Using evidence to reason *			14
W	3-Oct Argumentation	impromptu debates		
F	5-Oct Reasoning		revised informative speech	
M	8-Oct RECESS			
W	10-Oct Special Occasion Speeches *		questions for exploration/help	
F	12-Oct Extemporaneous speaking			
M	25-Oct Persuasive speech videos	evaluations & discussions		
W	17-Oct	workshop		
F	19-Oct NYSCA	work day		
M	22-Oct Persuasive Speech	evaluations		
W	24-Oct Persuasive Speech	evaluations		
F	26-Oct Persuasive Speech	evaluations		
M	29-Oct to be determined by students			
W	31-Oct impromptu speaking	scary stories		
F	2-Nov	workshop	revised persuasive speech	
M	5-Nov Commemorative Speech	evaluations		
W	7-Nov Commemorative Speech	evaluations		
F	9-Nov Commemorative Speech	evaluations		
M	12-Nov Presentation Aids *			11
W	14-Nov NCA	work day		
F	16-Nov NCA	work day		
M	29-Nov activity day		plan for presentation aid(s)	
W	21-Nov RECESS			
F	23-Nov RECESS			
M	26-Nov TBA			
W	28-Nov activity day			
F	30-Nov review day			
M	3-Dec Final Speech	evaluations		
W	5-Dec Final Speech	evaluations		
F	7-Dec Final Speech	evaluations		