

## Speech 1-Summer 2009

## Public Speaking

**Instructor:** Matt Abrahams  
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Prerequisites: Eligibility for English 1A or ESL 5

This course meets the Communication Requirement: 4 units of credit

One additional hour to be arranged working in Cross Cultural Partners and/or use of the Listening and Speaking Laboratory

### Course Description

*Public Speaking* is a hands-on practical class that provides an introduction to the theory, basic principles, and methods of effective public speaking. In this class, we emphasize development and delivery of speeches and presentation to be delivered in front of an audience. Further, we focus on rhetorical analysis of speeches and arguments.

I believe that true learning only comes about when everyone is involved and interested in the material being presented. Our class will consist of a combination of lectures, discussions, group activities, projects, and speeches. Through constructive feedback, we will all have the opportunity to teach and help each other. I encourage you to use this course to explore and broaden your world view. Challenge yourself and explore issues that matter to you.

### Course Objectives

The student will:

- A. Examine historical and cultural traditions of public speaking in both domestic and global contexts and their impact on our views, beliefs, and practices relating to speaking in public.
- B. Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
- C. Demonstrate skills in analyzing diverse audiences and creating presentations appropriate to those audiences.
- D. Research, analyze, organize, prepare, and evaluate informative and persuasive speeches.
- E. Develop confidence in delivering speeches extemporaneously.
- F. Develop listening skills to foster respectful, reflective, and critical listening appropriate for public presentations.

### Course Materials

Text: *Public Speaking Handbook*, 3<sup>rd</sup>. ed. by Steven A. Beebe and Susan J. Beebe (2010)\*

\*Recommend purchasing eBook

Access to internet

One VHS videotape

Package of 4x6 notecards

Active email address that is checked twice a week by 10PM on the night prior to class

## **Course Requirements**

- (1) Regularly attend class, on time, with an inquisitive mind (see attendance policy).
- (2) Participate actively in class discussions and activities (see participation policy).
- (3) Complete, on time, the required reading, assignments, and presentations.
- (4) Bring text with you to each class and check email the evening prior to class

## **Policies**

Please review these policies carefully and thoroughly. Failure to comply with them will adversely affect your grade and, perhaps, result in either removal from or automatic failure of this course.

### ***Attendance Policy***

Your attendance is essential in any Speech course that requires performance, participation and evaluation. One of the most valuable learning tools in a course like this one is the experience of observing others' presentations, evaluating them, and then applying what you have learned.

Absences are a very serious matter. By enrolling in this class, you are committing to attend promptly. Anything less than timely attendance (read: no tardies) will affect your participation grade and could result in removal from the class. Attendance will be taken first thing at every class meeting. Make-up exams and presentations will only be granted for verifiable excuses (e.g., a doctor's note for an illness). If you are going to miss a class or know that you will be late, you must notify me as soon as possible. It is your responsibility to get yourself caught up.

### ***Participation Policy***

Because this class is an experience-based, skills-focused course, your participation is critical. Your participation grade includes being prepared and adding constructively to the class. You are expected not only to write and deliver your best work, but to be an intelligent and constructively critical discussion participant and audience member.

Specifically, any absence during the first two weeks of class will result in being dropped from the course. Each absence after the first that does not have a legitimate excuse (e.g., doctor's note) will result in a loss of points from your participation grade in addition to the loss of points of any assignment due that day. Three absences will result in a loss of all participation points and possibly result in removal from class. More than two late arrivals will also result in a loss of participation points. Please do not ask if you can make up an assignment or turn one in late.

Participation includes, but is not limited to, the following:

- Active, constructive involvement in discussions, activities, and group work
- On time and thorough completion of your assignments
- Staying focused on your work and tasks at hand and asking questions
- Fulfilling your commitments to your fellow students and me
- Turning off all pagers and cell phones during class time

### ***Plagiarism and Cheating Policy***

Simply stated: Don't. Academic dishonesty and cheating in any way will not be tolerated. To deter plagiarism (claiming others' ideas or words as one's own), most assignments will be scanned by an anti-plagiarism software package. Cheating is grounds for automatic expulsion.

### ***Requirements of All Written Work***

All written work is to be typed, grammatically correct (please proof read) and stapled. No emails.

## Assignments

### *Speeches, Presentations and Outlines*

Joke Telling	.5-1 minute
Show and Tell	1-1.5 minutes
Children's Poetry Reading	2-3 minutes
Interview Presentation	2-3 minutes + 1 minute Q&A
Group Informative Presentation	6-9 minutes
Persuasive Speech	3-4 minutes

Research conducted outside of class is expected. Outlines are required for the Group, Interview and Persuasive presentations (see the Schedule below for outline due dates).

### *Speaking Order*

Each student is expected to speak at his or her designated time. I will vary the order for fairness.

### *Quizzes*

This course has no mid-term or final exams. But, you will take two, non-cumulative quizzes. Quizzes will be multiple-choice and short answer and cover information in the book and lecture.

### *Additional Assignments*

Beyond presentations, reading and outlines, you need to complete five other assignments:

- (1) Self-review – You will be required to evaluate a videotape of your speeches.
- (2) Peer evaluation – You will be required to evaluate your fellow students' speeches.
- (3) Sample Speech Outline – You will be provided with a sample speech for which you are to type up a complete outline using the format we discuss in class.
- (4) Reference list – You will submit a reference list for your Group and Persuasive speeches.

### **Grade Break Down**

Quizzes	80 points	2 quizzes at 40 points each
Self-review	30 points	3 self-reviews at 10 points each
Joke Telling	5 points	
Show and Tell	5 points	
Peer evaluations	10 points	2 peer evaluations at 5 points each
Sample Outline	10 points	
Outlines	5 points	3 outlines at 5 points each
Children's Poetry Reading	10 points	
Interview Speech	20 points	
Group Presentation	25 points	10 points shared with group members; 15 individ
Persuasive Speech	30 points	
Participation Points	20 points	<b>Total =250 points</b>

### **Grades**

<b>A+ = 100%; A = 99%-93%; A- = 92%-90%; B+ = 89%-88%;</b>
<b>B = 87%-83%; B- = 82%-80%; C+ = 79%-78%; C = 77%-70%;</b>
<b>D+ = 69%-68%; D = 67%-63%; D- = 62%-60%; F = 59% or less</b>

\*\* We will round up to the .50%, but not for .49%

## Class Schedule

Date	Topics	Reading	Assignment (Due Date)
June 29	Orientation and Welcome Communication Theory Communication Apprehension	6-11 & 17-20	<b>Print out material from web site</b> <a href="http://faculty.deanza.fhda.edu/abrahamsmtt">http://faculty.deanza.fhda.edu/abrahamsmtt</a> <b>3 Things in Common (6/30)</b>
June 30	MEET IN ATC 102 Listening and Feedback <b>3 Things in Common</b>	65-78	<b>Joke Telling (7/1)</b>
July 1	Expectations and Impression Management <b>Joke Telling</b> Language	264-271	<b>Show and Tell (7/6)</b>
July 6	<b>Show and Tell</b> Delivery	285-305	<b>Children's Poetry Reading (7/8)</b>
July 7	Audience Analysis/ Organization	93-117	<b>Sample Outline (7/13)</b>
July 8	<b>Quiz #1</b> <b>Children's Poetry Reading</b>	145-148	
July 13	<b>Sample Outline</b> Q & A Develop Interview Outline	201-220	<b>Interview Outline (7/15)</b> <b>Interview Questions (7/14)</b> <b>Interviews (7/21 and 7/22)</b>
July 14	Practice Interview Questions Interviewing <b>Interview Questions</b>	315-316	
July 15	<b>Interview Outline</b> Making Ideas Stick Group formation	460-461	<b>Group Outline (7/22)</b> <b>Group Presentation (7/28)</b>
July 20	<b>Interview Presentation</b> /group time		<b>Interview Self-Review (7/22)</b>
July 21	<b>Interview Presentation</b> /group time		<b>Interview Self-Review (7/22)</b>
July 22	<b>Interview Self-Review</b> Visual aids <b>Group Outline</b> Persuasion partner time	334-344	<b>Persuasive Speech (8/3 and 8/4)</b> <b>Persuasion Outline</b>
July 27	Persuasion Persuasion partner time	375-395	
July 28	<b>Group Presentations</b> Persuasion partner time		<b>Group Evaluation (7/29)</b>
July 29	Style <b>Group Evaluation</b> Persuasion Practice	271-278 & 397-400	
Aug 3	<b>Persuasive Presentations</b>		<b>Persuasive Self-review (8/5)</b>
Aug 4	<b>Persuasive Presentations</b>		
Aug 5	<b>Quiz #2</b> <b>Persuasive Self-review</b>		