Introduction to Public Speaking

Fall 2016

Northern Virginia Community College

**Course Number**: CST 100 – 005N

Class Time: TR 11:00 – 12:15 p.m.

Room: CM 236

Instructor: Melissa Chabot, M.A.; Room CM 322 (Office)

Office Hours: MW 11-1:30

E-mail: **mchabot@nvcc.edu**

Website: This syllabus, along with every lecture and speech assignment is posted on Blackboard.

**COURSE DESCRIPTION:**

This course is designed to increase your knowledge and awareness of the theory and principles of public address. You will be given several opportunities to develop your confidence as a public speaker as well to organize, develop, and listen to spoken discourse.

**PREREQUISITES:** None

**Specific or Enabling Objectives:**

Upon successful completion of CST 100, students should be able to demonstrate an increased understanding of and appreciation for the communication process as it relates to speaker and audience interactions.

Upon completion, students should be able to:

Find a speech topic; Analyze the subject and determine sound premises; Develop a subject using several forms of support; Adapt speech materials to the needs and demands of the listeners and of the occasion; Organize a speech; Employ acceptable pronunciation and voice control; Use appropriate bodily activity in the communicative process; Phrase the speech in clear, appropriate, and vivid language; Gain and understanding of how to get attention, to hold interest, and to elicit understanding and action; Listen critically; and Make intelligent judgments about speeches and speakers.

**REQUIRED TEXT:**

Valenzano, J. M., Braden, S. W. & Broeckelman-Post, M. (2013). *The Speaker’s Primer*. Southlake, TX: Fountainhead Press.

Technology requirements for this course include regular access to a computer & the internet. Additionally, fluency in English is essential for this course.

You must submit written assignments in a Microsoft Word document. If you do not have Microsoft Office available, make sure to download your copy (FREE) from the Blackboard page.

**INSTRUCTIONAL PROCESS**:

Students will participate in a variety of learning experiences: readings, lecture, class discussion, in-class activities, peer speech analysis, outline preparation, self-evaluation, quizzes, exams, group activities, online activities, electronic database research, and multi-media PowerPoint presentations.

**MELISSA CHABOT’S EXPECTATIONS FOR STUDENT BEHAVIOR:**

1. Please take notes in class. You should come to class prepared to function in your role as a student.

2. Discussion is encouraged in class. This is your education! Look for opportunities to contribute to the learning process. The best classes are the ones where students are engaged – so get interested!

3. Personal business such as errands, appointments, or phone calls must be done before or after class. You made a commitment to be in class during this time period and I expect you to take that seriously. If you frequently leave class for extended periods of time, it will affect your grade.

4. Cell phones must be set to vibrate and stored away during class. No texting. Tablets and laptops may not be used! Please respect my policy on technology use in class. It is distracting and disrespectful.

5. All presentations must be practiced – I suggest a minimum of 5 times – to avoid reading your notecards. All presentations will be delivered extemporaneously.

6. **All *graded* written work is to be typed.** Please organize outlines into complete sentences. Written work should be in Times New Roman 12-point font. Multiple pages must be stapled or you will lose 5 points. All work must have the following at the top of the page:

 Name

 CST 100, (section number)

 Assignment Title

 Date

7. It is your responsibility to check your email and Blackboard (recommend daily) for new information or schedule changes.

8. If you miss your speech, you will not have an opportunity to make it up. Speeches cannot be made up.

9. If you encounter any problems with submitting assignments on Blackboard, you must take initiative and call the NVCC IT Helpdesk (open 24/7) at (855) 259-1019.

**IMPORTANT POLICIES**

**ATTENDANCE**

I expect you to be here. I’m not in a position to evaluate excused vs. unexcused absences, therefore, all absences are absences. **I take attendance every day.** Please make every effort to be in class on time. I will consider two late arrivals or late departures as one absence.

Please see the grading policy to see how this influences your grade in the class. If you arrive late on a speech day, please stay in the hallway until the student is finished presenting their speech.

**NOTES ON MISSING YOUR ASSIGNED SPEECH DAY:**

1. Please make every reasonable effort to present your speech on your assigned speech day. If you miss your speech day, you would receive a 0 for this assignment.
2. Missing two speeches (regardless of reason) will earn you an automatic F in the course.

**\*\*\*CST department attendance policy indicates that a student missing more than 25% of a course (regardless of reason) will automatically fail the course.\*\*\***

**LATE WORK & SECOND CHANCE POLICY**

While speeches cannot be made up due to time constraints in the class, I do employ a “second chance” on outlines. Basically, everyone gets one (1) second chance to turn in an outline late. The assignment must be turned in within one week of the due date and you must email the assignment to me indicating that you are using the one-time “second chance” to turn in your work. No additional late work is accepted.

**DISRUPTIVE BEHAVIOR POLICY**

I will give students who display disruptive behavior during class one warning. Disruptive behavior includes, but isn’t limited to: sleeping, talking during lecture or discussion, talking on the phone, texting on cell phones, complaining, working on homework, playing with electronic device, mocking others contributions, etc.

Behavior becomes a problem if it 1) interferes with my right to teach, and/or 2) interferes with another students right to learn or express their opinion. If the behavior persists after the warning has been issued, the student will be asked to seek assistance from campus resources in correcting the problem.

**PLAGIARISM**

Plagiarizing is dishonest and a form of cheating. Consequently, plagiarized assignments will receive an “F,” or a zero, at my discretion. In addition, such a practice may prevent students from passing a course and may result in other disciplinary action.

**SPEECH DAY ETTIQUITE**

**DO your best** to encourage your classmates and friends. Public speaking can be difficult for some people but thinking positively and encouraging each other can make a positive difference!

**DO NOT write out your notes while waiting your turn to speak. You should have this prepared when you get to class. Please know that I can see you writing out your notes.**

**DO have a backup plan**. Email your presentation to yourself and bring it on a flash drive. If it can go wrong, it goes wrong on your speech day!

**MAJOR ASSIGNMENTS AND GRADING**

**“Childhood Dreams” Speech (20 points speech; 10 points typed outline)**

After watching “The Last Lecture,” you will prepare your own brief list of one to three of your childhood dreams. In this speech, you will use the template on Blackboard to develop your speech. This time, some sort of visual aid is required. You can use objects or photos to meet the visual aid requirement. A typed, complete-sentence outline of your speech is required. Practice your speech and aim for 3-5 minutes.

**Informative Speech (50 points speech; 30 points typed outline)**

The goal of this speech is to convey knowledge of some topic to your audience. You should be able to demonstrate that you can select appropriate topics for your audience and conduct secondary research. TOPICS MUST BE APPROVED BY THE INSTRUCTOR. A typed, complete-sentence outline of your speech and a PowerPoint presentation are required. Practice your speech and aim for 5-7 minutes.

**Informative Issue (20 points speech)**

This assignment is designed to give you an opportunity to bring an important issue to light. Your job is to find an issue that you care about and become a spokesperson for that issue. This assignment is tied to the persuasive speech assignment. No PPT is required, however you are welcome to use one or any other visual aids. 3-5 minutes.

**Persuasive Problem-Solution Speech (50 points speech; 30 points typed outline)**

Each student is asked to identify, develop and deliver a persuasive speech utilizing the Problem-Solution organizational pattern. There are several criteria that we will discuss in order to help you select appropriate topics. However, ALL TOPICS MUST BE APPROVED BY THE INSTRUCTOR. You should be able to demonstrate that you can select appropriate topics for your audience and conduct secondary research. A typed, complete-sentence outline of your speech and a PowerPoint presentation are required. Practice your speech and aim for 6-8 minutes.

**Goodbye to Public Speaking (20 points speech; 10 points typed manuscript)**

The Goodbye to Public Speaking speech will be a 3-5 minute presentation with the goal of using this special occasion (finishing the course) to say goodbye to your classmates.

**Attendance & Participation (120 pts)**

Each day, you can earn 4 points for participation and attendance (for 16-week courses that meet 2x per week. 120 points total = 4pts x 30 class meetings).

Earning these points means that you: (1) participate in class discussion; (2) have any homework assignments completed; (3) Have any weekly discussions completed; (4) complete impromptu speeches as assigned; and (5) are physically present.

**Peer Speech Evaluations (2 @ 20 pts)**

Each student will also observe, evaluate, and provide feedback to other classmates’ regarding their speeches. Evaluations will be conducted on two (2) of the speeches: the Informative Speech and the Persuasive Speech. If you are not present to evaluate, your points cannot be made up.

**Final Exam (50 pts)**

The final exam will be comprehensive. A study guide will be given and students are allowed to use both side of ONE page of notes during the exam. The page may be (1) regular-sized sheet of paper. I will collect this cheat sheet with the final exam.

**Speech Topic Approval (2 @ 20 pts)**

You will be required to submit your topics for approval on Blackboard. You will have two attempts to submit topics for approval and earn credit. It is expected that you follow the criteria outlined in class for selecting topics. In summary, there are two speeches for which topics must be approved: 1. Informative; and 2. Persuasive.

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**SUMMARY OF HOW YOUR GRADE IS CALCULATED**

 **Points**

**Attendance and Participation**  120

**Childhood Dreams Speech** (20 points speech; 10 points typed outline) 30

**Informative Speech** (50 points speech; 30 points typed outline) 80

**Informative Issue Speech** (20 points speech) 20

**Persuasive Speech** (50 points speech; 30 points typed outline) 80

**Goodbye PS Speech** (30 points speech; 10 points typed manuscript) 40

**Peer Speech Evaluations** (2 @ 20 pts) 40

**One (1) Final Exam**  50

**Speech Topic Submission on Blackboard** (2 @ 20 pts)40

 **TOTAL 500 POINTS**

**Tentative Grading Scale:**

A = 450 – 500 points

B = 400 – 449 points

C = 350 – 399 points

D = 300 – 349 points

F = 250 – 299 points

**Total Course Points = \*500**

***Note: No grade curves or extra credit points are available.***

**Incomplete Grade:**

The grade “I” may only be given for work not completed *because of circumstances beyond the student’s control* and in which further class attendance is not required.  The student must have a passing grade and must have satisfactorily completed a substantial portion of the required course work for the semester.

**Fall 2016 Course Schedule**

*Fine Print: Course schedule is subject to change!*

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| --- | --- | --- | --- |
| **Date** | **Topics** | **Reading to complete** | **Activities in class & Assignments** |
| Week 18/22 | -Welcome to public speaking!-Introductions-Syllabus review- The Communication Model- Types of speeches- The speechmaking process- Overcoming nervousness- Speaking to different disciplines | Read:Chs. 1, 2, & 4 | Watch: “Questions of Culture” speech |
| Week 28/29 | * Deciding on a topic
* Writing a Specific Purpose & Central Idea
* Analyzing Audiences
* Analyzing the Situation
* Preparing to present your 1st speech
 | Read:Chs. 5, 7, 9, 19 | Audience Analysis exerciseSpecific Purpose Worksheet |
| Week 39/5(Monday off) | - Beginning Outlining- Develop the Childhood Dreams Speech | Read:Ch 10 | Watch: “The Last Lecture” |
| Week 49/12 | In-class: Childhood Dreams Speeches |  | **Due by** **Sunday, 9/18 @ 11:59 p.m.:** Childhood Dreams Outline. Submit on BlackboardSpeeches due in-class |
| Week 59/19 | * Orally citing sources
* Organizing the body of the speech into main points – “chunking” information
* Informative Speaking
 | Read:Chs. 13 | Worksheet:Organizing main ideas **Due by Sunday 9/25:** Informative Speech topic FINAL due. |
| Week 69/26 | * Main ideas & support material
* Research and citations (written and oral)
* Brainstorming for ideas

\*Possible library session\* | Read:Chs. 6 & 8 |   |
| Week 710/3 | * Developing clear introductions, conclusions, and transitions
* Creating effective Power Point & Prezi presentations
 | Read:Chs. 11 & 16 | Worksheet: Connectives |
| Week 810/10 | Informative Speeches |  | Informative Speech outlines due **Sunday 10/9 @11:59 p.m.**Speeches & PowerPoint due in-classRandomly assigned peer evaluations |
| Week 910/17 | Informative Speeches |  | Speeches & PowerPoint due in-classRandomly assigned peer evaluations |
| Week 1010/24 | Language and Delivery* Use of language
* Cultivating a professional personal presentation style
 | Read:Chs. 17 & 18 | Watch: MLK’s “I have a Dream” speech; analyze use of language |
| Week 1110/31 | Informative Issues Presentations |  | DUE: 3-5 minute speech OPTIONAL: Visual Aids |
| Week 1211/7 | Persuasive Speaking 1- Organizing Persuasive speeches- Questions of fact, value, and policy- Appealing to your audience’s emotions | Read:Ch. 14 | Watch: Phil Davidson & Zach Wahls; In-class fact, value, policy worksheet |
| Week 1311/14 | Persuasive Speaking 2- Methods of Reasoning | Read:Ch. 12 | **By Sunday 11/13 @ 11:59 p.m.:** **Persuasive Topic Approval FINAL****Due** |
| Week 1411/21 | Persuasive speeches\*Happy Thanksgiving. No class 11/24 - 11/27\* |  | **Outlines due on Blackboard by Sunday, 11/20 @ 11:59 p.m.**Speeches & PPT/Prezis dueRandomly assigned peer evaluations |
| Week 1511/28 | Persuasive speeches |  | Speeches & PPT/Prezis dueRandomly assigned peer evaluations |
| Week 1612/5 | Commemorative Speeches | Read:Ch. 15 | Speeches & manuscript due (in-class) |
| 12/12 | FINAL EXAM WEEK |  |  |