

## Santa Rosa Junior College Spring 2020 Comm 1: Introduction to Public Speaking

**Instructor:** Mary Pierce

**Email is the best way to contact me:** mpierce@santarosa.edu

**Office Phone/voice messages:** (707) 535-3709

**Office location and hours:** Maggini Hall 2821. Please contact me online, or see me in our classroom before or after class to schedule an appointment. Best time for me to meet with you is after I'm finished teaching for the day in the Doyle Library: Monday through Thursday after 4:30 pm.

**Sections: All classes meet in room 4327,** Doyle Library, Santa Rosa Campus. Please respect the Library's rules for quiet as you arrive and leave.

**4479** MW 3:00 to 4:30 pm

**4469** TTh 1:30 to 3:00 pm

**4430** TTh 3:00 to 4:30 pm



**“Our lives begin to end the day we become silent about things that matter.”**

*--Martin Luther King, Jr.*

### *Welcome to Public Speaking!*

Very few students *want* to take a speech class...I know that most of you take the course because it's a graduation requirement. Many students are surprised when they end up liking their speech class--and admitting that they had fun gaining confidence in social situations while learning how to give and analyze presentations. This class offers training in the preparation, presentation, and analysis of speeches. My goal as your instructor is to help you learn to speak with eloquence and without overwhelming anxiety. So let's work hard, have fun, and finish the semester with stronger communication skills. I look forward to working with each of you this semester.

**Student Learning Outcomes:** Upon completion of this course you will be able to...

- Effectively prepare and present public speeches to a live audience using contemporary technology when appropriate.
- Demonstrate active listening skills.
- Critically evaluate various forms of communication.

**Required Materials:**

- Nelson, Paul; Scott Titsworth and Judy Pearson. *iSpeak: Public Speaking for Contemporary Life (5th ed)*. New York: McGraw Hill, 2014. ISBN-13: 978-0078036880. Copies of the text are available at the reserve desk at the Doyle Library. Please bring your textbook to class.
- Phone (or other device) with ability to record speeches
- Optional flash drive for digital slides
- Binder or notebook with note paper; always come prepared to write in class.

## OVERVIEW OF PRESENTATIONS

Sign-ups for speeches will take place in class. If you are not present on sign-up day, see me/email me to sign up on your own later, taking whatever vacancy is left. It is your responsibility to remember your deadlines and come to class prepared to speak. If you forget your speaking date, you are out of luck.

### ***NO MAKE-UP PRESENTATIONS ALLOWED.***

Public speaking requires that you show up on time and ready to present. If you miss a speech for any reason, you will have to forfeit that speech and take the loss of points. Contact me as soon as possible if you have circumstances that interfere with your ability to deliver a presentation.

#### **1) Speech of Self-Introduction** (4 minutes, not recorded)

The body of this speech will include three brief stories about yourself: 1) a story from your past; 2) something important to you now; and 3) a goal you would like to accomplish in your future. Use 3 small, interesting objects as presentation aids to highlight something about each of the three stories. 1 page outline required.

#### **2) Demonstration Speech** (5-6 minutes, recorded)

Show us how to do something useful by teaching us the process step-by-step. Topics must be approved; I will turn down topics that are too complicated, too simplistic, or inappropriate for any other reasons. Organize your presentation around easy-to-follow instructions. Presentation aids are required and you may involve the audience if appropriate. 2 page outline required.

#### **3) Informative Speech** (7 minutes, recorded)

Teach us about a complicated problem without revealing your personal bias. Topics will be approved during class. You will be addressing the *same* topic in your persuasive speech, so choose something you are genuinely interested in knowing more about! Research your topic carefully so you can cite recent news articles, facts, statistics and experts. Presentation aids are required. 2 page outline required.

#### **4) Persuasive Speech** (7 minutes, recorded)

Using the same topic that you taught us about in your Informative Speech, ask the audience to take some kind of action that will help solve the problem. In this speech, you will share your point of view right away, and build a case using clear evidence and sound reasoning. What should we do? Why will those actions make a difference? Presentation aids are required. 2 page outline required.

#### **5) Special Occasion Speech** (4-5 minutes).

We will celebrate the end of the semester with ceremonial speeches. These speeches unify the audience by appealing to our emotions—they may be poignant, funny, or both. Present a speech of tribute, an acceptance or dedication speech, or a speech to entertain. Presentation aids are strongly encouraged but optional. Outlines are not required; being recorded is optional.

*We will be practicing **extemporaneous style speaking** this semester. This means you can glance at speaking notes to stay on track, but most of the time you speak directly to your audience making strong eye contact. Reading a manuscript to the class does not constitute extemporaneous speaking and is grounds for failing the speech.*

## **Recording speeches**

Three of your five speeches will be recorded this semester to give you an opportunity to analyze your personal communication style. Bring your phone to class the days you are to deliver your demonstration speech, informative analysis, and persuasive presentation. You will use these recordings to evaluate your own speeches. **Failure to bring your phone with ample available memory on speech days results in a 5 point penalty. Come to class prepared!!**

## **ADDITIONAL ASSIGNMENTS**

### **Speech Outlines**

Good outlines and speaking notes are key to effective public speaking. They help you organize your research and ideas in advance and stay focused and on track as you speak. They also support extemporaneous speaking, a presentation style you are likely to use throughout your life. I will help you learn how to prepare outlines and speaking notes to give well-organized, confident presentations.

Careful research is essential to a meaningful presentation. I will show you how to find and incorporate relevant supporting evidence into your presentations; you will cite your sources as you speak. You will also list your sources clearly in the body of your outlines, and in a “List of Works Cited” at the end of each outline. List sources MLA style. If you do not know how to cite sources correctly, see me so I can show you how to do this before your work is due.

### **Plagiarism**

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. If your work is plagiarized you will not receive credit, and your academic standing will be in jeopardy. **JUST DO YOUR OWN WORK.**

### **Audience surveys**

In order to adapt your speeches to your audience, you will survey your classmates about your speech topics. I will show you how to create simple, clear questionnaires that are fast and easy to complete. You’ll analyze the feedback as you decide what kinds of details to share in your presentations. Examples will be discussed in class.

### **Self-Evaluations**

After your recorded presentations, watch yourself and evaluate your performance following assignment guidelines. All work must be submitted to Canvas to receive credit.

### **Peer Evaluations**

Before most rounds of speeches, I will distribute peer evaluation forms that you will complete and give to each other during class. At least three students will evaluate each speech. Feedback is oral and written. Be helpful, honest, and respectful. This is one of the ways you earn participation points and it’s a great way to get more practice speaking up.

### **Quizzes**

You will have three quizzes based on reading assignments and classroom activities. Quizzes will include true/false and multiple-choice questions and are given on the computers using Canvas.

**You must be in class to take a quiz. Missed quizzes cannot be made up.**

## **DON'T MISS CLASS!**

**ATTENDANCE IS REQUIRED!** Much of your learning experience will be based on what happens during class, so I expect you to attend every class on time and without leaving early. If you must be absent, it is a good idea to contact me and let me know how you plan to catch up. You can miss 3 classes without affecting your grade, but work missed during class **CANNOT BE MADE UP** (including speeches and quizzes!!) I do not distinguish between excused and unexcused absences.

- Missing more than 20 minutes of any class period will count as an absence for that day.
- **Each absence after 3 will result in an automatic 10 point deduction from your participation score.**
- According to SRJC District policy, if you miss more than 10% of the total hours of class time (6 days) you must be dropped from the class. Thank you for taking this seriously!

### **Pass-NoPass (P/NP)**

You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P. Once you decide to go for P/NP, you cannot change back to a letter grade. If taking Pass/No Pass you need at least 70% of the total class points and you must complete the quizzes and the final round of speeches to pass the class.

### **Dropping the Class**

I hope you enjoy the class and want to stay through the semester! But... life happens. If you need to discontinue this course, it is your responsibility to officially drop it. I will drop you if your absences exceed ten percent (10%) of the total hours of class time, which is 6 classes. If you need to miss more than one class/assignment deadline in a row that you let me know to avoid being dropped from the class.

### **Your Participation Matters!**

Classroom exercises throughout the semester are designed to strengthen your communication skills. For this reason, your active participation is required. Some speaking exercises will be graded; if you are absent you cannot earn these points. I will keep track of your participation and attendance and calculate your final points at the end of the semester.

You can lose participation points by missing too much class, disrupting another student's presentation, having your phone ring, looking at your phone, texting during class, not being prepared, displaying a bad attitude, doing homework for another class, napping, or being disrespectful to any student or to me at any point in the semester.

Here's how you **protect** your participation points throughout the semester:

- Come to class every day, well-prepared, alert, and on time
- Participate fully during in-class exercises
- Be a great audience member during speeches
- Provide useful written and oral feedback to other students after their presentations
- Bring a positive attitude to the work we are doing together
- Approach group work with an open-mind and willingness to do your share

- Behave in a respectful, professional manner in accordance with the SRJC Student Code of Conduct.

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#) for more information.

**Never interrupt a student speech in progress!!**  
**If you are late to class, wait outside the door until you hear applause before you enter.**

### Special Needs

Every effort is made to conform to accessibility standards for all instructor-created materials. Contact me as soon as possible if you find that you cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).

### GRADING

All grades are recorded in an **online gradebook** in Canvas. Check it regularly.

		<b>Your Points:</b>
Speech of self-introduction	30	_____
Demonstration class survey	20	_____
Outline for Deomonstration Speech	20	_____
Demonstration speech	40	_____
Self-evaluation after demonstration speech	20	_____
Controversial issue class survey	20	_____
Informative outline	30	_____
Informative speech	50	_____
Self-evaluation after informative analysis speech	20	_____
Persuasive outline	30	_____
Persuasive speech	50	_____
Ceremonial speech	40	_____
Digital Slides (full credit once you use effectively)	20	_____
Quizzes (30 pts each)	Quiz 1	_____
	Quiz 2	_____
	Quiz 3	_____
Peer Evaluations and Participation	35	_____

**Total number of possible points: 500**

500-450=A; 449-400=B; 399-350=C; 349-300=D; 299-0=F

**Your Total:**

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### Extra credit:

- 5 pts: Record the speeches for your classmates on speech days (up to 15 points)
- Extra points may also be given for outstanding work on any assignment.

## Spring 2020 SCHEDULE

Read assigned chapters before they are to be discussed and review them as needed throughout the semester. Changes to schedule will be announced on Canvas and in class.

<b>Date:</b>	<b>Class activities and assignments:</b>	<b>Read:</b>
Jan 13/14	Introduction to the course	
Jan 15/16	Introduce each other; preparing the first speech <i>Sign up for intro speeches; class photo so I can remember your names!</i>	
Jan 20/21	Dr. Martin Luther King, Jr. day, SRJC closed.	
Jan 22/23	Speaking with Confidence	ch. 1
Jan 27/28	5 Canons of Rhetoric	ch. 2
<b>Jan 29-Feb 4</b>	<b>Speeches of Self-Introduction</b>	
Feb 5/6	Getting started on demonstration speeches <i>Sign up for demonstration speeches</i>	chs. 3, 4
Feb 10/11	Workshop: Finding evidence, creating surveys	ch. 5
Feb 12/18	<b>QUIZ 1: chs. 1, 2, 3, 4</b> <b>Online surveys</b> due at the beginning of class	ch. 6
Feb 13-17	SRJC closed, no classes (Presidents holidays, professional development for faculty). <b><i>WORK ON YOUR OUTLINES!</i></b>	
Feb 19/20	Outline workshop <b>First draft due before class; edited draft due by the end of class</b>	
Feb 24/25	Presentation aids; using digital slideware	chs. 7, 9
<b>Feb 26- Mar 10</b>	<b>Demonstration Speeches. Bring your phone ready to be recorded.</b> Final outlines due to Canvas day before you give your speech. Paper copy of final outline due to me at beginning of class on day that you speak.	
<b>Mar 11/12</b>	Informative vs. persuasive speaking; controversial topics due; watch sample presentation in class; <i>sign-up for analysis speeches.</i>	ch. 10
12 noon Friday, Mar 13	<b>Self-evaluation worksheets due in Canvas.</b> Submit early to get a head start on your spring break!	
Mar 16-22	Spring break, no classes. Work on your class surveys so you're ready to go after the break!	

Mar 23/24	Speech workshop: Identifying main points; finding and evaluating meaningful supporting evidence; developing class surveys	
Mar 25/26	<b>QUIZ 2: chs. 5, 6, 7, 10</b> <b>Online surveys</b> due at the beginning of class	
March 30- April 2	We will not meet this week. Instead, work on your informative AND persuasive presentations. I will be available for some online consultation and otherwise in interviews on campus all week.	
Apr 6/7	Outline workshop and getting ready for presentations <b>First draft due before class; edited draft due by the end of class</b>	
<b>Apr 8-21</b>	<b>Informative Speeches, recorded.</b>	
Apr 19	Last day to drop the class with a “W” symbol	
<b>Apr 22/23</b>	Strategies for persuasion; <i>sign up for persuasive speeches.</i>	8, 11, 12
12 noon, Friday April 24	<b>Self-evaluation worksheets due in Canvas.</b>	
Apr 27/28	<b>Outlines due before beginning of class. QUIZ 3: chs. 8, 9, 11, 12</b> Polishing your language for public speaking	
<b>April 29- May 12</b>	<b>Persuasive Speeches, recorded.</b> Final outlines due to Canvas day before you give your speech. Paper copy of final outline due to me at beginning of class on day that you speak.	
May 13/14	Last day of class before finals! Ceremonial Speaking	
<b>Finals May 16- 22:</b>	<b>Ceremonial speeches.</b> Be prepared to stay for the entire round. Sign-up for the order you wish to speak as you arrive to class. <b>Find your section below:</b>	
	<b>4479</b> MW 3 to 4:30 pm FINAL: Mon, May 18, 1-3:45 pm	
	<b>4469</b> TTh 1:30 to 3 pm FINAL: Thurs, May 21, 1-3:45 pm	
	<b>4430</b> TTh 3 to 4:30 pm FINAL: Tues, May 19, 1-3:45 pm	