

# SYLLABUS

**CODE:** SPCH 115

**TITLE:** Public Speaking

**DIVISION:** Arts & Communication

**DEPARTMENT:** Speech Communication

**COURSE DESCRIPTION:** Students will develop the public speaking skills central to success in academic, civic, business and professional life. Students who complete Speech 115 will have performed informative, persuasive and demonstrative speeches which exhibits speakers' competence in academic research, technological literacy, ethical reasoning, critical thinking, organization and extemporaneous delivery.

**PREREQUISITES:** None

**COREQUISITES:** None

**CREDITS:** 3

**LECTURE CREDITS:**

**LAB CREDITS:**

**LAB HOURS:**

**REQUIRED MATERIALS:**

**Textbook and Supplies:**

- O'Hair, Dan, Rob Stewart, and Hannah Rubenstein. A Speaker's Guidebook. 4th ed. Boston: Bedford, 2010.
- Mini DVD –R (3) or –RW
- Folder to contain all course work and instructor evaluations
- Students may be required to purchase supplies for visual aids
- Motley, Michael T. Overcoming Your Fear of Public Speaking. Boston: Houghton Mifflin, 1997. (*Optional text*)

**INTENDED COURSE LEARNING OUTCOMES/COURSE GOALS (CORE COMPETENCIES):**

- Deliver effective extemporaneous demonstrative, informative, persuasive and special occasion speeches. (Communication, Critical Thinking)
- Demonstrate effective physical and vocal delivery techniques. (Communication)
- Use current research methods to find information for assigned speeches. (Information Literacy)
- Use standard patterns of speech organization in demonstrative, informative, persuasive and special occasion speeches (Communication and Critical Thinking)
- Formulate a speech central idea and develop the idea using appropriate supporting material. (Critical Thinking, Communication)
- Develop and use visual aids effectively, including the use of multimedia presentation software. (PowerPoint is recommended) (Communication, Technological Literacy)
- Develop critical listening and critiquing skills. (Communication, Critical Thinking)
- Develop ethical research and communication skills in a variety of public speaking assignments. (Community and Workplace)

**UNIT TOPICS AND/OR OUTCOMES (OBJECTIVES):**

**Unit 1: Introduction to Public Speaking**

**Activity:** Exercises and Student Performances

**Text Readings:** Chapters 1-6, and 17 - 19

**Objectives:** Students will recognize:

- basic elements of the communication process;
- the role of ethics in communication;
- the role of active listening in the communication process;
- the skills necessary for effective listening;
- the importance of extemporaneous speaking;
- the process of audience analysis.

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## **Unit 2: Informative Speaking**

**Activity:** 5-7 minute Speech to Inform  
Library Skills Exercises

**Text Readings:** Chapters 7-10, 14-15, 21-23, and Miller Outlining Handout Parts I & II

**Objectives:** Students will demonstrate proficiency in:

- developing a clear specific purpose/central idea;
  - researching, selecting and using appropriate supporting material;
  - researching databases from Brookdale's library web site;
  - integrating oral source citation in body of speech;
  - developing and using a speaking outline;
  - developing and using visual aids effectively;
  - identifying and using most appropriate organizational pattern;
  - applying informative speaking principles;
  - constructing a typed MLA Works Cited List.
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## **Unit 3: Persuasive Speaking**

**Activity:** 5-7 minute Speech to Persuade

**Text Readings:** Chapters 25-27 and Miller Outlining Handout Part III

**Objectives:** Students will demonstrate proficiency in:

- developing a persuasive proposition of fact, value or policy;
  - researching databases from Brookdale's library web site;
  - researching, selecting and using supporting evidence;
  - constructing valid arguments;
  - using ethical, logical and emotional appeals;
  - establishing speaker credibility;
  - integrating oral source citations in body of speech;
  - developing and using visual aids effectively
  - using appropriate organizational pattern for persuasive speech;
  - using refutation skills;
  - selecting and using appropriate language;
  - constructing a typed MLA Works Cited List.
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## **Unit 4: Demonstrative Speaking**

**Activity:** 3-5 minute Speech to Demonstrate

**Text Readings:** Chapter 20

**Objectives:** Student will demonstrate:

- specific purpose/central idea development;
  - use of an introduction – body – conclusion structure;
  - specific content development;
  - fundamental outlining skills;
  - use of appropriate visual aid(s) to teach a procedure;
  - extemporaneous delivery style;
  - ability to give clear instructions;
  - speech critiquing skills.
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## GRADING STANDARD:

See your Instructor's Addendum for detailed information concerning your class requirements.

**Grading:** Assignments for units 2, 3 and 4 must be completed. **Late Speech Policy:** Public Speaking is a temporal event. Speaking when scheduled is integral to successful public speaking; therefore, **all late speeches will incur a penalty.**

Students may earn up to a maximum of 500 points as follows:

<u>Points</u>	<u>Assignment</u>
0 – 100	Informative Speech
0 – 120	Persuasive Speech
0 – 80	Demonstrative Speech
0 – 125	Workshop Activities
0 – 75	Written Tests

## Final Grade:

<u>Points</u>	<u>Grade</u>	<u>GPA</u>
465 – 500	A	4.00
450 – 464	A-	3.67
435 – 449	B+	3.33
415 – 434	B	3.00
400 – 414	B-	2.67
385 – 399	C+	2.33
350 – 384	C	2.00
300 – 349	D	1.00
0 – 299	F	0.00

## Student responsibilities:

- Satisfactory class attendance;
- Outlining and delivery of three speeches;
- Actively participate in class and workshop activities;
- Reading textbook as assigned; additional readings may be required;
- Taking written tests based on text and class lecture material;
- Maintaining a folder with a record of all class work to be handed in with each speech assignment.

## DEPARTMENT POLICIES:

**Testing Policy:** Each instructor will hand out a course schedule for the term. The schedule will list weekly activities including testing dates.

**Plagiarism:** Plagiarism is intellectual theft and a violation of the Brookdale Community College Student Conduct Code. It is the verbatim or near verbatim use of ideas, concepts, and oral or written passages for personal gain without giving their true author credit. Any quoted written or oral passages incorporated into your speeches must be clearly noted as such. Plagiarism will result in receiving no credit for an assignment. Repeated plagiarism may result in failing the course or other severe disciplinary action by Brookdale College. (Refer to Chapter 2 in our textbook for further explanation.)

**Attendance Policy:** Missing more than 9 class hours jeopardizes passing grades. Refer to your Instructor's addendum for your section's specific requirements regarding attendance.

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## **COLLEGE POLICIES:**

For information regarding:

- Brookdale's Academic Integrity Code;
- Student Conduct Code;
- Student Grade Appeal Process;

Please refer to the **Student Handbook and BCC Catalog**.

## **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify, must contact the Disabilities Services Office at 732-224-2730 or 732-842-4211 (TTY), provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

## **ADDITIONAL SUPPORT/LABS:**

**Speech Lab:** This course may require students to work individually or in small groups outside of class in the Speech Lab. This work may require you to schedule lab appointments outside of class hours, particularly if you need extra help or have missed a class session. **Carlo Durland (732-224-2171) and Joan Scocco (732-224-1883), the Speech Department's Learning Assistants, can be reached in LAH 307. The lab in LAH 306 is open Monday through Friday.**

**See your Instructor's Addendum for further information concerning your class requirements.**