Public Speaking

COMM 111: 3 credits

Winter 2019

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| Instructor: Jake Hood  Office Hours: TR: 9:50-10:50 and by appointment | Office: Takena 236  Email: [hoodj@oregonstate.edu](mailto:hoodj@oregonstate.edu) |

Course Outcomes:

1. Synthesize and organize information for varied audiences

2. Interact with confidence while adapting to audience needs

3. Listen critically

Course Materials:

Valenzano III, J.M., Braden, S.W., & Broeckelman-Post, M.A. (2013) The Speaker’s

Primer (1sted.). Southlake, TX: Fountainhead Press. ISBN: 9781598716207

Talk Like TED: The 9 Public-Speaking Secrets of the World’s Top Minds,

by Carmine Gallo (OPTIONAL)

**Classroom/Course Expectations:**

**Attendance:** Attendance is MANDATORY. A listening audience is essential to public speaking. For this reason, your participation as a member of the audience is necessary. You are allowed only 3 absences without penalty. Each additional absence (for any reason) will result in a 30-point deduction from your final grade. Use these for emergencies only. If you attend 100% of the classes, you will receive 10 extra credit points at the end of the term. If you miss a class, do not ask me what you missed or email me about it. Instead, exchange contact info with your classmates and ask them.

**Tardiness:** Please arrive to class on time. In the event that you are late on a speech day, wait outside the classroom until the current speech is finished (you will hear clapping). DO NOT enter during a speech. If you are consistently late or if you enter during a speech, I will deduct points. If you are late to class, it is your responsibility to ensure that I have noted your attendance. Three tardies is the equivalent of one absence.

**Attentiveness & Cell Phones**: It is important that you give each individual speaker your undivided attention. Do not read your textbook for another class, write note cards for your own speech, or play on your phone. Regarding cell phones: Do not use them or have them out during class. It is painfully obvious when someone is using their phone, and it is disrespectful to whoever may be speaking. **There is no tolerance for cell phone use during student speeches**, and you will lose points on your own speech if your cell phone is out/rings while a student is presenting.

**Laptops**: Unless I have asked you to bring them for a class activity, please do not use your laptop in class. If you have a situation that requires you to use a laptop, please speak with me.

**Speeches**: You will give SIX graded speeches during the term. Three of the speeches will require an extended outline (this will be discussed more in class). We will determine speaking dates several weeks before each speech. You must present on your selected speaking day. My approval is required if two parties agree to switch dates. We will have a tight schedule, leaving little to no room for make-ups. If you no-show your speech day, points will always be deducted from your make-up speech no matter the reason of your absence. Of course, that is only if you are able to give a make-up speech, which is not guaranteed.

**Preparing for Presentations:** Watching professional speakers shows us that good speakers are always ready for their presentations; we don’t wait for them to set-up their visual aids or figure out how technology works and we certainly never wait for them to arrive for their presentation. In the same breath, they don’t work on their speech during the last minute while others present. Be ready to present by the time class starts on your scheduled speaking days as we do not use class time to prepare for speeches- it is disrespectful to our audience and hurts the credibility of the speaker. On your scheduled speaking day, email me your outline prior to coming to class. Arrive on time on your designated speech days- coming in late the day of your speech

reflects poorly on your credibility and it makes you look unprepared for your speech; better yet, arrive early if you can.

**Deductions:** Every 30 seconds the speech goes over or under the given speech time, 5% will be deducted from the speech grade. If the required amount of sources are not cited (orally and in outline), your grade will decrease by a letter grade. Point deductions will also be made if speech evaluation forms are not turned in on the day of your speech. Speech evaluation forms must be stapled to your outlines if you turn in a hard copy.

**Make-up Policy:** Make-ups for speeches and exams are not granted easily and require valid proof as to why you cannot attend your assigned day. In the event that an emergency (serious illness or injury) prevents you from delivering your speech, adhere to the following criteria when requesting a make-up; if you do not fulfill all of the following criteria you cannot make-up your speech. If your outline and/or visual aid are incomplete you are not allowed to deliver your speech at another time. Professional speakers rarely reschedule their presentations. One of the worst excuses for failing to be adequately prepared for a presentation is that you have a lot of

work in other classes- this is not a valid reason for missing a speech. It would also be a good idea to find someone from class to switch their speech date with you if you need to switch- be proactive.

1. Email me immediately letting me know of the situation (not right before class starts)

2. Attach your outline, works cited and visual aid (if applicable) to the email

3. Be prepared to deliver your speech on any of the remaining speech days (time permitting)

4. Be prepared to deliver your speech with grade deductions up to 50% off the total grade

5. Provide a legitimate explanation and valid proof showing why you need a make-up

**The *Golden Rule* on Speech Day:** Do not enter or leave the classroom in the middle of a speech. *Always* wait until you hear applause to re-enter the classroom on speech days. Cell phones must not ring or vibrate during a speech. You should not whisper or do anything that might distract the speaker. If you interrupt a speaker in any way, there will be a 15% deduction of points from your own speech. It is unfair to jeopardize another student’s grade.

**Late Work**: Deadlines are part of virtually every career. There is a growing consensus in the business community that teachers are too soft on students with regard to deadlines, leaving students unprepared for the demands they are expected to meet in the real world. Therefore, late assignments are *not* accepted, and you may not make up assignments for any reason. All assignments have specific due dates. Please honor these dates and be prepared to submit materials on the assigned dates (see schedule in syllabus). All assignments are due at the start of class. On that note, please keep track of the schedule for all of the classes you are taking; due dates for exams or papers in other classes are not acceptable excuses for failing to complete an assignment on time in our class. Furthermore, problems with your computer or printer and running out of paper or printer ink are not excuses for failing to turn in an assignment the day it is due. Please be advised that many students print out their homework at the library 10 minutes before class starts which causes the printers to jam. This is not a valid excuse for being late or failing to turn in an assignment.

On that note, the work you do should be professional! This includes but is not limited to stapling your assignments, not hand-writing something on your assignments, not sending me panic mail at midnight the night before a speech because you are not prepared, and showing up for the presentation days that you choose. Points will be deducted for a lack of professionalism.

**24 Hour Rule:** I am available to discuss any grade you receive on an assignment, test, or speech. I ask that you wait 24 hours before approaching me. I do this because this gives you time to think about the grade and develop the questions you have about it. If you want a grade change, type your argument on no more than 1 sheet of paper explaining why you think you deserve the grade for which you are arguing. I will read your argument and make my decision. If further discussion is warranted, you can stop by my office. Grades are only discussed in office hours and not over e-mail. Referencing, comparing or commenting on other student’s grades while discussing your own grades will disqualify students from any grade discussions for the entire term. If you do not honor this grading policy, grades will not be discussed under any circumstances.

**Email:** During the week, I will respond to emails in 24 hours or less. If you are emailing me a document to review, you will want to give me enough time to be able to look over it. Be sure to also give yourself enough time to be able to make changes to the document. On weekends, it will take me longer than 24 hours to respond to emails. In your emails to me, let me know the time of the class you are in at the beginning of the email.

**Academic Honesty:** LBCC is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff, and students must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. Accordingly, if you exchange information with another student during an exam, use unauthorized sources during an exam, and/or submit someone else’s work or ideas as your own in any of your assignments, you will receive an F for the assignment and may be subject to further discipline.

**Students with Disabilities:** I am committed to providing assistance to help you be successful in this course. Individuals requiring accommodation due to a documented disability and/or personal hardship should meet with me during the first week of class. I will do my best to assist you, provided that it does not compromise the academic integrity of LBCC. Students with disabilities should contact the Center for Accessibility Resources at 541- 917-4789. Please notify me during the first week of class for any accommodations that you will be requesting.

**Nondiscrimination Policy:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

***“Speech is power; speech is to persuade, to convert, to compel” --Ralph Waldo Emerson***

**Graded Speech Assignments Points Earned points**

Manuscript Speech 50 \_\_\_\_\_\_\_\_\_

Self-Introduction Speech 100 \_\_\_\_\_\_\_\_\_

Impromptu Speech 50 \_\_\_\_\_\_\_\_\_

Informative Speech 175 \_\_\_\_\_\_\_\_\_

Persuasive Speech 225 \_\_\_\_\_\_\_\_\_

Special Occasion Speech 50 \_\_\_\_\_\_\_\_\_

**Miscellaneous**

Video Reflection/Self-Evaluation 40 \_\_\_\_\_\_\_\_\_

TED Talk Speech 90 \_\_\_\_\_\_\_\_\_

Peer Evaluations 20 (2 @ 10pts) \_\_\_\_\_\_\_\_\_

Attendance & E.C. 0 \_\_\_\_\_\_\_\_\_

**Maximum Points Possible 800 \_\_\_\_\_\_\_\_\_/800**

**Grade Breakdown**

**A (720 - 800 pts)**

**B (640 - 719 pts)**

**C (560 - 639 pts)**

**D (480 - 559 pts)**

**F (479 pts and below)**

**Grading Policy:**  It will help you to understand your grades and your evaluation on tests and papers to remember that an “A” is not average, a “C” is.  And a “C” means that you have simply met the minimum requirements for a particular assignment.  In other words, if you only do everything that I ask you to, you are doing “C” work.  The grade descriptions I abide by are as follows:

A = outstanding work that is superior and demonstrates an in-depth understanding of the skills and material that far surpasses the minimum expectations of a student in the class. B = above average work that demonstrates an understanding of the skills and material that exceeds the minimum requirements.

C = average work which illustrates that the student has met the minimum requirements and expectations for a particular assignment.

D = below average work in which the student does not meet the minimum expectations for a given assignment.

F = below average work in which little or no effort seems to have been expended by the student.

**Tentative Course Schedule** (Instructor reserves the right to make changes to the schedule)

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|  | Tuesday | Thursday |
| Week 1 | Syllabus; Nature of the course; Introductions; Manuscript overview | Specific/General Purpose; Topic selection; Manuscript topics due; Manuscript overview; Read Ch. 1 & 2 |
| Week 2 | Organization; Intro/Conclusion; Main Points; Manuscript Speeches (all); Read Ch. 12 | Listening; Audience Analysis; Self-Intro Speech Overview; Outlining; Speech Activity; Read Ch. 8 |
| Week 3 | Supporting Material; Visual Aids; Self-Intro Prep; Read Ch. 9 & 17 | Self-Introduction Speeches |
| Week 4 | Self-Introduction Speeches; Overview of Informative | Delivery; Movement Activity; Read Ch. 19 |
| Week 5 | Impromptu Speeches (all); Informative Prep; Read Ch. 14 | Informative Speeches |
| Week 6 | Informative Speeches | Informative Speeches |
| Week 7 | Persuasive Speech Overview; Read Ch. 15 & 13 | Persuasive Activity (Debate) |
| Week 8 | Language; Read Ch. 18 | Persuasive Speeches |
| Week 9 | Persuasive Speeches | Persuasive Speeches |
| Week 10 | Special Occasion Overview; Read Ch. 16 | Special Occasion Speeches (all) |

Final exam will be on Tuesday, March 19th, at 7:30 AM. Same room as regular class.

Perfect attendance results in 10 points of extra credit, but if you are consistently late, you will lose out on these points.