

# COMMUNICATION 111 \* FUNDAMENTALS OF SPEECH

Spring 2015 \* Linn Benton Community College

**Instructor:** Mrs. Anna (Thompson) Allen    **Office:** SSH-204 (Albany Campus)  
**Office Phone #:** 541.917.4557                    **Email:** anna.thompson@linnbenton.edu  
**Office Hours:** Tues & Thurs 1-2 pm

**Required Text:**

Emerson, Dana and Michelle Dishong McCormack (Eds.) *Fundamentals of Public Speaking* (2014)

\* \* \*

### **Course Learning Goals & Outcomes**

Upon the successful completion of this course, a student should be able to:

1. Engage in ethical communication processes that accomplish goals;
2. Respond to the needs of diverse audiences and contexts; and
3. Build and manage relationships.

This course will provide students...

1. Instruction in fundamental communication theories.
2. Instruction and practice of appropriate oral communication techniques.
3. Instruction and practice in the listening process.
4. Instruction and practice in comprehension, interpretation, and critical evaluation of communication.
5. Instruction and practice in adapting verbal and non-verbal messages for the listener and contexts.
6. Instruction in the responsibilities of ethical communicators.
7. Instruction in the value and consequences of effective communication.

### **\* Assignments & Points Earned \***

Pre-Term Assessment Surveys (x2)	_____	/20
Pre-Assessment Paper	_____	/50
“Day I Was Born” Speech	_____	/125
Informative Speech	_____	/175
Persuasive Speech	_____	/225
Impromptu Speech	_____	/25
Ceremonial Speech	_____	/50
Post-Term Assessment Surveys (x2)	_____	/20
Final Paper	_____	/100
Quizzes _____/20 _____/20 _____/20 _____/20 _____/20	_____	/100
Participation & Peer Critiques	_____	/30
Total .....	_____	/920

**\*\* Course Expectations & Guidelines \*\***

### *Attendance*

Attendance is MANDATORY. Please plan on attending class regularly. Public speaking involves active listening, so your attendance is necessary to improve your own skills, as well as to support your classmates as an audience. The course policy is this: your class meets two (2) times per week, so you are allowed two absences without penalty. Each additional absence will result in a 30-point deduction from your overall grade. Use these absences for **emergencies only!**

### *Courtesy*

Together I want to create a supportive, creative, and respectful classroom. The majority of people are terrified of public speaking, and everyone gets nervous before a speech! Please be courteous of one another, show support and encouragement, and offer thoughtful and constructive criticism.

### *Speeches*

You will present five (5) major speeches this term; each one is different and requires different methods of preparation and delivery. We will also set speaking dates in class, and once set, these **CANNOT** change. **You may not miss a scheduled speaking day.** My approval is needed if two parties agree to switch dates. We will have a tight schedule with little room for make-ups. If you have a documented and unavoidable emergency that causes you to miss class on your speaking day, please notify me as soon as possible. The possibility of a make-up speech (and at what point value) will be determined by me.

### *Written Work*

Three of the speeches will require a written component. The “Day I Was Born” Speech will be given in manuscript format, so it will be accompanied by a **typed manuscript**. The Informative and Persuasive Speeches require **extended outlines**. These written components must be turned in on the day of your speech. If you do not turn in a hard copy outline, you may email an outline (by that night) for a 10-pt reduction. In-text citations and Works Cited pages are also required.

### *Formatting*

For ALL written work submitted in this class, please observe the following guidelines: **1)** Use Times New Roman font, **2)** Use 12 point font size, **3)** Use one-inch page margins, all around, **4)** Use 1.5 or double line spacing, **5)** Use APA styling for citations and Works Cited Page, **6)** Include last name and page number in right header, **7)** Use proper left heading with name, date, etc, and **8)** Please staple all work that is more than one page!

## **\*\* Course Assignments \*\***

### ***“Day I Was Born” Speech***

This speech is **2-4 minutes**, and it will give you a brief chance to discuss a historic event you find interesting. First, you will select some event that took place on or near your birthday (month and day). You will describe this event. Second, you will explain something important that you think we should take or learn from the event. This speech requires **two (2) outside sources**; they must be cited in-text in the manuscript, and orally during your speech. This speech will be given in manuscript form, and must be accompanied by a printed manuscript. **(125 points)**

***Impromptu Speech***

This speech is typically **30-90 seconds**. On the designated class day I will provide you with prompts, and you will provide us with great impromptu speeches! **(25 points)**

***Informative Speech***

This speech is **4-6 minutes**. You will use this time to inform the audience about a topic of your choice. You will be required to construct and submit an extended outline with your speech. At least **four (4) outside sources** are required for this speech and outline. A visual aid, worth 25 points, is also required for this speech. **(175 points total)**

***Persuasive Speech***

This speech is **5-7 minutes**. You will develop and present a speech in which you will attempt to persuade your audience on some question of policy. At least **six (6) outside sources** are required for this speech and outline. A visual aid, worth 25 points, is also required for this speech. **(225 points total)**

***Ceremonial Speech***

This speech is **30-90 seconds**. You will prepare a short toast, eulogy, introduction, presentation, or acceptance speech. Although this is prepared in advance, you do not need to turn in any written work for this speech. **(50 points)**

***Quizzes & In-Class Participation***

Throughout the class you will be given several quizzes, so be sure to keep up with the readings and take notes during class discussion! This also includes general in-class participation, and the completion of peer critiques on speech days. **(130 points total)**

***Pre-Assessment Paper***

In this short paper (**2-3 pages**, double spaced) I want to know a few things about you: What are your general feelings about public speaking? Tell me about some of your past experiences, good and/or bad! What are some of the anxieties you have about public speaking? In what ways will you use this class to combat those fears? Are there any speakers you admire? Who are they, and what about their speaking do you like? What do you think makes an effective speech? What makes a dynamic speaker? **(50 points)**

***Final Paper***

There is no final exam in this class, but there is a Final Paper. A full assignment description will be posted on my Instructor Website, and we will discuss the paper in depth later in the term. **(100 points)**

**\*\*\*Course Evaluations\*\*\*** Course evaluations will now be completed online! **(Open Weeks 5 – 9)** The college and I greatly value your (anonymous!) feedback. Thank you for your time! 😊 Please complete these evaluations when you receive notification via email and text.