

# Communication 111 \* Fundamentals of Speech

Winter 2018 \* Linn Benton Community College

**Instructor:** Mrs. Anna Thompson Allen      **Office:** MKH-204 (Albany Campus)

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**Office Hours:** Tues & Thurs 8 – 8:30 AM (classroom) & 1 – 2 PM (office)

**Required Text:**

Valenzano III, Braden, and Broeckelman-Post, *The Speaker's Primer* (2013)

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### **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 Survey	_____	/10	
Pre-Assessment Paper	_____	/50	
Manuscript Speech	_____	/40	
Self-Introduction Speech	_____	/100	
Informative Speech	_____	/175	
Persuasive Speech	_____	/225	
Impromptu Speech	_____	/30	
Ceremonial Speech	_____	/50	
Post-Term Assessment Survey	_____	/10	
Final Paper	_____	/100	
Quizzes	_____/20    ____/20    ____/20    ____/20    ____/20	_____	/100
Participation & Peer Critiques	_____	/40	
Total .....	_____	/930	

### **\*\* 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!** *Missed quizzes may not be made up!*

### ***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 six (6) graded speeches this term; each one is different and requires different methods of preparation and delivery. We will 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. At that time you must email your outline and I will see if there is a possibility for a make-up.

### ***Written Work***

Four of the speeches will require a written component. The Manuscript Speech will be given in manuscript format, so it will be accompanied by a **typed manuscript**. The Self-Intro, Informative and Persuasive Speeches require **extended outlines**. These written components must be turned in on the day of your speech. Emailed outlines will receive a 10-point 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 or MLA 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 \*\***

### ***Manuscript Speech***

This speech is **1 – 2 minutes**. You will select a speech or excerpt of a speech that was given *in real life*, and recite it to the audience word-for-word. Please confirm the speech with me before the speech date to avoid multiple people giving the same presentation. **(40 points)**

***Self – Introduction Speech***

This speech is **2 – 3 minutes**, and it will give you a chance to tell the class a little something about yourself! You will select an object and describe 2 – 3 ways it represents some aspect of you/your life. An outline is required for this speech (25 points), as well as a visual aid (object, 15 points). **(100 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 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 **five (5) outside sources** are required for this speech and outline. A visual aid, worth 25 points, is also required for this speech. **(225 points total)**

***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! **(30 points)**

***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 (100 pts), 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 (40 pts). **(140 points total)**

***Pre – Assessment Paper***

In this short paper (**1 – 2 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 is posted on my Instructor Website, and we will discuss the paper in depth later in the term. **(100 points)**