**COM 111 Syllabus Spring 2023**

Instructor: Aaron Nicole Kaio

Campus Email:  [kaioa@linnbenton.edu](mailto:kaioa@linnbenton.edu)

Mailbox: NSH 102

Office Location/Phone:  SSH 205

Office Hours: W 3:20-3:50 pm

Course Information

Course ID & Title: COM 111-02, Public Speaking

Course Times & Dates: April 5- June 14, W 4-6:50 pm

Course Location: Takena Hall - 215

CRN & Credits Hours: 40235 - 3 Credit Hours

**Text:**

The Speaker’s Primer, Third Edition (2021), Valenzano III, Braden, and Broeckelman-Post. ISBN: 978-1-68036-877-2

**Course Description**

This course is designed to improve speech efficiency, self-confidence, and skill in planning, organizing, and delivering the kinds of presentations encountered in business organizations. This class will focus on public communication messages through the use of practical experiences in a variety of communication situations. Comm.111 provides you with the opportunity to improve your oral communication skills through performance, analysis of communication as a process, reading of the textbook and lectures.

Course Goals & Objectives

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

1. Apply the principles of being audience-centered in effective public speaking.

2. Organize, and deliver informative and persuasive speeches appropriate to the audience and setting.

3. Critically analyze your own and others speeches.

4. Discuss and practice effective listening skills.

5. Demonstrate the ability to write an organized coherent outline.

6. Analyze both verbal and nonverbal elements of effective presentations (yours and your class mates).

7. Prepare and effectively deliver at least three public speeches.

8. Enhance spoken and written presentations with appropriate visual, audio, multimedia, and other aids.

9. Demonstrate improvement during the course in managing and overcoming speech anxiety.

10. Practice effective extemporaneous speaking in front of the audience.

Course Requirements & Grading

Attendance/In-Class Activities (10 x 10) 100 points

Visual Aid Construction (2 x 20) 40 points

# Midterm/Final (2 x 30) 60 points

Self Evaluations (4 x 15) 60 points

Draft Outlines (4 x 10) 40 points

Introduction Speech 25/10 points

Tribute Speech/Outline 30/10 points

Informative Speech /Outline 45/15 points

# Persuasive Speech /Outline 50/15 points

Total 500

Course Schedule

Week 1 Introduction/Ethics, Chapters 1 & 3

Speech Anxiety/Rhetoric**,** Chapter 2 & Appendix A

Week 2Audience Analysis/Topics, Chapters 5 & 7

* Draft Outline-Introduction Speech Due

Week 3 Introduction Speeches

Researching/Visual Aids, Chapters 6, 8 & 16

Week 4 Informative Speaking, Chapters 10 & 13

* Self Evaluation #1 Due
* Draft Outline/Tribute Speech Due

Week 5 Tribute Speeches

Organizing Information, Chapters 11, 18 & 19

Week 6 Midterm/Public Speaking & Politics, Chapter 9

* Self Evaluation #2 Due
* Draft Outline/Informative Speech Due

Week 7 Informative Speeches/Persuasion, Chapter 14

Week 8 Power of Words/Arguments, Chapter 12 & 17

Fallacies/Special Occasions, Handout/Chapter 15

* Self Evaluation #3 Due

Week 9 Draft Outline/Persuasive Speech Due

Week 10 Persuasive Speeches

Finals Week Final Activity Wed 4:30-5:30 pm

* Self Evaluation #4

Course Policies

**Attendance**

You MUST attend 75% of the class meetings to receive a passing grade and complete 3 of the 4 speeches. If you need to leave early or arrive late make sure to communicate with your instructor.

**Speeches**

Individual requirements for each speech will be discussed in class and listed below. There is no guarantee that you will be allowed to make up a missed speech. If you know you will miss class on a speech day, make arrangements in advance with the instructor.

**Grades**

Late assignments will lose 10% of the possible points for each class period that it is late. The only exceptions are journal assignments. If you missed an in-class assignment, you have one week to complete the assignment and turn it in for full credit. *If you are absent it is your responsibility to get any missed assignments and class information.*

**Students with Special Needs**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the [CFAR Website](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call [(541) 917-4789](tel:5419174789).

**Honor Code**

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 alike, 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, or submit someone else’s work or ideas as your own in any of your assignments, you will receive an F for the exam/assignment and may be subject to further discipline.

**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.

Course Assignments

**Introduction Speech Requirements**

(25 points for the speech, and 10 points for the outline)

This speech is about you. You will have 2 1/2 to 3 minutes to tell us about yourself. You can tell us about your travels, your family, your hobbies, etc. It would be best if you had 3 main points.

**Tribute Speech Requirements**

(30 points for the speech, and 10 points for the outline)

You will need to choose someone or something to do a tribute to. Why is it important to you or society? This speech should be 3-4 minutes in length. A typed formal outline is due on the first day of speeches. Visual aids are encouraged, but not required for this speech. If you have pictures or other artifacts to bring in and show the class, just keep a few things in mind; can everyone see it, and will it be too distracting, and if you make a sign, are the letters large enough for everyone to read? Your speech will be graded on organization, delivery skills and length.

**Informative Speech Requirements**

(45 points for the speech, 15 points for the outline)

This speech is about a topic of your choosing that has been approved by me. Think about your audience and current topics and issues of the day. I recommend 3 to 5 main points. Topics can range from medical procedures and technologies, like laser eye surgery and cancer, to new and dangerous hobbies like base-jumping. Do you have some expertise in a given area or field? Important people and interesting places also make good informative speech topics. We will be discussing speech topic selection in class also. This speech should be 5-6 minutes long. A typed formal outline with a bibliography is due the day you give your speech. You are required to have a minimum of 2 resources for this speech, a visual aid, and sources properly cited during your speech. Outline requirements and the bibliography are discussed in several chapters in the book and will also be discussed during class. You will be graded on content, audience analysis, organization, delivery skills and the length of the speech.

**Persuasive Speeches Requirements**

(50 points for each speech, 15 points for each outline)

You will be writing and delivering a persuasive speech that should be 6-8 minutes long. You will be turning in a typed formal outline with a sources cited page. You are required to have 3 resources cited for this speech, and a visual aid. Topic selection will be discussed at length in class, but let me provide you with some examples. You may choose to do a speech on the death penalty, for or against its use. Not all issues are two sided, or black and white. Issues concerning the environment usually have multiple perspectives from which to view the problem. Maybe you could approach an environmental issue from a legal/political perspective looking at the cost effectiveness of trying to save endangered species. You could also discuss the issue from a humanitarian perspective, that we are stewards of nature and mother earth and we can’t let entire species die out because we are polluting and destroying their homes.

**Draft Outlines**

(10 points each)

The week before we begin a new set of speeches, you will need to bring in a draft outline for your speech. It does not have to be typed, but it does need an introduction, a body with main points and sub-points, and a conclusion. You have 4 total and will be given 10 points if you come prepared to class each time with a draft outline for your next speech.

**Self Evaluation Requirements**

(15 points each)

Your self evaluations are due the next class period after each type of speech has been completed. The evaluation should be 1 to 2 pages double-spaced typed. You need to consider your answers to the following questions:

* Why did you choose to talk about your specific topic? How did your audience relate to your topic choice?
* Did you have any speech anxiety before, during and after the speech? What did you do to help reduce your level of anxiety? What might you do next time?
* What went well about the preparation and delivery of your speech? (Most important to answer and it should be a large part of the evaluation.)
* What will you work on for your next speech? How might you go about improving those areas? (Second most important part of the evaluation.)