

## **Foundations of Communication**

### **Speech 101**

**FALL 2009**

Instructor: Anita Bross

Telephone: (773) 960-8800

E-mail: instructorab@yahoo.com

Conference hours (by appointment)

### **OBJECTIVES:**

Your active participation in this course will help you develop the skills needed to effectively communicate your ideas to a listening audience and to others with whom you may live, interact, and work. Specifically, you will have the opportunity to:

- 1) Improve your facility with the spoken word.
- 2) Improve your organizational skills.
- 3) Improve your research skills.
- 4) Improve your skills of communication in one-on-one and group situations.
- 5) Learn to listen and think more discerningly.

### **TEXTBOOK:**

1. Stephen E. Lucas, *The Art of Public Speaking*, 9<sup>th</sup> ed., McGraw-Hill, 2007  
-Available in Northeastern University bookstore.

### **COURSE REQUIREMENTS:**

You will present four (4) speeches during the term. The time frames will vary from 2 to 9 minutes; time limits must be respected.

You will prepare full-sentence outlines for the informative and persuasive speeches.

These outlines will help you clarify structure and analyze your ideas.

Helpful reminders about speeches and outlines:

1. Select your own topics within the parameters of the assignment. Be sure they are relevant to your audience, interesting for you, and open to research.
2. Plagiarism or academic dishonesty in any form will not be tolerated and will result in failure.
3. Speeches are opportunities to share information with other people and affect their thoughts and actions.

## **EXAMS AND QUIZZES:**

There will be a final exam for this course.

There will also be quizzes and/or out-of-class work assigned at my discretion. There will certainly be numerous ungraded opportunities throughout the semester to acquire and implement principles related to the overall course objectives. In any case, your attendance and behavior in class is imperative to your success in this course.

## **ASSIGNMENTS:**

1. **Personal Introduction Speech:** You will introduce yourself to the class. Be sure to include your name, year and major. Think of what best describes you as an individual. Is it the place where you grew up? Is it someone in your family who influenced your choices? Is it friends? How are you different to the rest of the class? What would you like the rest of us to know about you? You may use 4X6 cards but try to use eye contact as much as you can. You will have 2 - 5 minutes to share with your classmates.
2. **Commemorative Speech:** Commemorative speeches are addresses of praise or celebration. They pay tribute to a person, group of people, an institution or an idea (eulogies, Fourth of July speeches, testimonial addresses, and dedications). For this presentation you will pay tribute to someone you admire. Outline is required. This is a 4 - 6 minutes presentation.
3. **Informative Speech:** You will base this speech on a topic researched in several outside sources. Remember to keep your subject limited, so you can cover it effectively in the time allowed (5 - 9 minutes). A minimum of three (3) sited sources is required. You must have a clear thesis statement (central idea) with two to three main points. Visual aid and outline are required.
4. **Persuasive Speech:** Choose a topic that is timely and important. Remember that you speak to get a collective agreement from your audience. Establish the existence of the problem and offer a possible solution. Use the strategies that will involve your audience and make them feel the topic is important to them. This is a 5-9 minutes presentation. Visual aid and outline are required.

**Please note:** To receive credit, these speeches must be given extemporaneously (conversationally), from notes, not read word-for-word from a written text. I reserve the right to collect your speaking notes to verify this.

## **GRADE POLICY:**

Please use this section to keep track of the scores you receive on each assignment so that you can determine your standing in the course at any time.

Speeches: (total points possible 420)	Points possible	My points
Introduction:		
Outline	10	
Speech	25	
Commemorative:		
Outline	20	
Speech	50	
Informative:		
Purpose/Idea	20	
Outline	25	
Speech	100	
Persuasive:		
Purpose/Idea	20	
Outline	25	
Speech	125	
Class attendance and participation:	60	
Quizzes:	100	
Final:	100	
Maximum Available Points:	680	

## **GRADING SCALE:**

A = 680 - 612  
B = 611 - 544  
C = 543 - 476  
D = 475 - 408  
F = 407 and below

## **COURSE POLICIES:**

Your attendance is crucial in this class. You and your classmates need each other in order to communicate effectively. Arriving late to class will count against you. Three late comings will equal one absence.

You are obliged to be present and prepared for your assignments on the prescribed day. If you know you are to be absent for some legitimate reason on the assigned day of a speech, it is your responsibility to make a trade for another time.

**Late Work:** In fairness to the majority of students who conscientiously meet assignment due dates, I will not cooperate with the few students who may be irresponsible with regard to the course schedule. More to the point, you should understand that late assignments (including late arrivals on assignment or exam due dates) are generally unacceptable. If you are scheduled to give a speech, turn in work, or take a test, you should be in class, and on time. Work turned in upon a late arrival to class during the period in which it is due is still late and will be subject to a deduction of points or not accepted. Also be aware that I do not accept the excuse (or variations thereof): "the work is done, but I couldn't get it to print." If you indeed have printer problems, you must bring a disk with your file on it and turn that in on time (PC compatible), and/or you must email me your work via attachment by the start of the class when it is due.

I reserve the right to approve or deny makeup work for full, partial, or no credit. When and if I do accept late work or permit makeup work, you can expect that I will require proof that serious circumstances beyond your control arose (e.g., death in the family, personal illness or injury).

**HINT:** I am especially uncooperative with students who simply do not show up when an assignment is due and who delay contact with me to discuss their circumstances. A 'no show' equals 0 points without a possibility for a make up.

**Important note:** To succeed in this course, you must allocate a significant amount of time in your weekly schedule for study and preparation. Do not expect to succeed if your class preparation occurs only in occasional "leftover time" that may occur in your schedule. If other commitments make it impossible for you to effectively complete the work required for this course in a timely manner, you should take this class when you do have a schedule that will permit you to be successful.

**Keeping informed:** It is your responsibility to find out what you missed in class if you were absent or late. Do not, however, use class time to get such information. Set up a time to talk to me or to one of your classmates outside of class. It is also your responsibility to set up conferences (as opposed to chance encounters) with me if you find yourself struggling with the subject matter of or assignments in this course. Do not put off seeking out my help when you need it. Course content builds progressively, so the further you get behind the more difficult it is to catch up. Not understanding an assignment is not an excuse for not completing it! I am here to help you, so do your part to let me know when you need my assistance and we can set up a time outside of class for us to adequately deal with your concern(s).

It is expected that you will do your own work. Plagiarism will result in an "F" grade and additional action may be taken by the University. Please note that in a speech class, plagiarizing includes not identifying research sources to your audience during your speech.

I reserve the right to require that you do an assignment over to receive credit for any work that deviates significantly from what was assigned. I also reserve the right to reject work that does not meet minimum grammatical standards. Any work you turn in should be carefully edited and revised to be free of typos, misspellings, grammatical errors, and sentence structure problems. Handwritten work is not acceptable and will be returned without credit.

PLEASE NOTE: I do not replace undesirable grades with a "W" when I submit final course grades. If you earn an undesirable grade, it stands. It is up to you to withdraw if need be and to do so before the official college withdrawal deadline.

During class time, please, turn off the ringers off all phones, or any other audible devices that may cause a distraction.

If a classmate is speaking when you arrive, do not enter the room until you hear applause signaling the end of their speech.

#### **TENTATIVE COURSE SCHEDULE:**

Week 1	Introduction to course; Chap. 1, "Speaking In Public"; Chap. 3, "Listening to Speeches"
Week 2	Chap. 2, "Ethics and Public Speaking"; Chap. 5, "Analyzing the Audience"; Appendix A, "Giving your first speech"
Week 3	<b>Introduction Speech and Outline</b>
Week 4	Chap. 17, "Commemorative Speaking"; Chap. 6, "Gathering Materials"; Chap. 11, "Using Language Effectively"
Week 5	<b>Commemorative Speech and Outline</b>
Week 6	Chap. 4, "Selecting Topic and Purpose"; Chap. 7, "Using Supporting Materials"; Chap. 14, "Speaking to Inform"; <b>Info Speech Topics Due</b>
Week 7	Chap. 10, "Outlining the Speech"; Chap. 8 and 9, "Organizing the Speech Body" and "Beginning and Ending Speech"; <b>Purpose/Ideas Due</b>
Week 8	<b>Informative Speech and Outline</b>

Week 9	<b>Informative Speech and Outline</b>
Week 10	Chap. 15, “Introduction to Persuasive Speaking”; Chap. 16, “Methods of Persuasion”
Week 11	Chap. 12 and 13, “Delivering the Speech” and “Using Visual Aids”; <b>Speech Topics Due</b>
Week 12	The Great Debaters; <b>Purpose/Ideas Due</b>
Week 13	<b>Persuasive Speech and Outline</b>
Week 14	<b>THANKSGIVING – NO CLASS</b>
Week 15	<b>Persuasive Speech and Outline; Make-up Time</b>
Week 16	Final Exam