

Foundations of Communication

CMTC 101

Spring 2010

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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*, 9th ed., McGraw-Hill, 2004
-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. Outline is required.
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. Outline and visual aid 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. Outline and visual aid 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.

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 of 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:

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| Jan. 15 | Introduction to course. Your first speech assignment.
Introduction to speech communication. Chap. 1. |
| Jan. 22 | Appendix A, "Giving your first speech"; Chap. 2, "Ethics and Public Speaking" |
| Jan. 29 | Introduction Speech and Outline ; Chap. 17,
"Commemorative Speaking" |

Feb. 05	Chap. 11, "Using Language Effectively"; Chap. 5, "Analyzing the Audience"; Chap. 6, "Gathering Materials"
Feb. 12	NO CLASS
Feb. 19	Commemorative Speech and Outline
Feb. 26	Chap. 4, "Selecting Topic and Purpose"; Chap. 14, "Speaking to Inform"; <u>Info Speech Topics Due</u>
Mar. 5	Chap. 10, "Outlining the Speech"; Chap. 8 and 9, "Organizing the Speech Body" and "Beginning and Ending Speech"; <u>Purpose/Ideas Due</u>
Mar. 12	Informative Speech and Outline
Mar. 19	Informative Speech and Outline
Mar. 26	SPRING BREAK
Apr. 02	Chap. 15, "Introduction to Persuasive Speaking"; Chap. 16, "Methods of Persuasion"
Apr. 09	Chap. 7, "Using Supporting Materials"; Chap. 3, "Listening to Speeches"; <u>Speech Topics Due</u>
Apr. 16	Chap. 12 and 13, "Delivering the Speech" and "Using Visual Aids"; <u>Purpose/Ideas Due</u>
Apr. 23	Persuasive Speech and Outline
Apr. 30	Persuasive Speech and Outline; Make-up Time
May 07	Final Exam