**Communication Studies 101: Public Speaking** (Section 1869)

3 Units

MW-9:35am-11:00pm at WLAC, RM: GC 240

Prof. Remy Ashe, M.A.

**Syllabus**

Spring 2016: 02/08/16 - 06/06/16

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**Instructor:** Prof. Remy Ashe, M.A.

**Contact email:** rashe2@calstatela.edu

**Office Hours and location:** After class by appointment.

**Course Description:**
This is an introductory course designed to help you develop your oral, and nonverbal communication and presentation skills. This will be done through various activities and presentations. The goal of this course is to help you develop presentation and communication skills that will improve both your personal and professional lives. A majority of the point total will be dedicated to actual presentations, while the remaining will be based upon my testing your knowledge and application of the course material. Students will understand the process of sending and delivering messages, scrutinize feedback, and analyze audiences. In addition, they will research, organize and prepare different forms of speeches that are focused, detailed, and cite attribution, utilizing outlines for delivery. Attention will be paid to relaxation exercises, eye contact, body language, podium presence, the pause, articulation, voice projection and pacing. The role of the listener will be examined, as will self-evaluation. Informative, persuasive and argumentative speeches will be taught.

**Prerequisites:** None.
Communication Studies 101: Student Learning Outcomes (SLOs)

At the end of the course, the successful student will be able to:

1. Prepare and deliver a well-paced 5-8 minute persuasive speech with appropriate eye contact and volume and 2-4 credible sources.

2. Locate appropriate sources and cite them correctly in a speech.

Assessment Tool: Persuasive speech.

Institutional Student Learning Outcomes

“A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.”

In formal speeches and class discussions, analyze ideas.

“B. Communication: Effectively communicate thought in a well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.”

In formal speeches and class exercises, present information and argue points of view. Example: Students will prepare and deliver a 5-8 minute persuasive speech using 2-4 credible sources.

Course Objectives:

In Communication Studies 101, you will prepare and deliver graded and non-graded speeches, and fully engage with class activities and discussions. Students are expected to keep up with the readings and come to class prepared to participate in class discussions and other activities.

- Explain the process of sending and receiving messages.
- Analyze audiences.
- Research information for content.
- Evaluate information to determine whether it should be included in a speech.
- Organize information.
- Compose an outline.
- Revise an outline as needed to meet time constraints.
- Attribute sources.
- Illustrate information with specific examples.
- Sketch anecdotes.
- Practice relaxation techniques.
- Practice delivery.
- Employ eye contact.
- Demonstrate appropriate body language.
- Employ voice projection.
- Employ pacing.
- Demonstrate listening techniques.

Required Textbook:
**O’ Hair, A Pocket Guide to Public Speaking. 5th Edition Published by Bedford/St. Martin**
The textbook is available through the WLAC bookstore. Please bring your textbook to class.

Disabled Student Services:
If you know or think that you have any learning or physical disabilities, please contact Disabled Student Programs and Services (DSPS) Office.

General Policies:
- Speech round dates will be announced in advance. Deadlines are strictly enforced. Late work cannot be submitted. Your final grade will be based on total points earned in the course. See "Grading Criteria" for specifics. **There will be no make-ups on exams.** If you miss a scheduled test, you will receive a zero ("0") on that test.

- Academic Integrity Policy: Cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. If a student is caught cheating or plagiarizing will receive an F grade in the assignment/s.

- Class cheating policy:
In accordance with college guidelines, this class will have a strict no cheating policy. You will receive a fail on your assignment and risk possible failure in the class with an F grade if you:
I. Submit someone else’s work as your own.
II. Do not take another paper that you did not write and turn it in as your own.
III. Do not take information that other people wrote (i.e. information you learned from books, magazines, etc.) and turn it as your own. You must reference all outside material.
IV. Falsify source material; i.e. say you got something from a book, magazine, or journal that you did not.
V. Turn in the same material/paper someone else did.
VI. Bring in outside material to cheat from on your tests. For a test you are only allowed a pencil or pen, and an empty blue book and/or scantron.
VII. Cheat from another person during tests.

• Student Conduct: Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction (WLAC 2012-2014 Catalog, pg. 42).

• When others are giving presentations, strive to be the best possible audience member. A minimum of ten points will be deducted from your presentation if: A) You walk in when someone else is speaking. (If you are late, wait outside until you hear applause); B) Your cellular phone rings while someone is speaking; C) You are doing anything but being a good audience member. D) You are being disruptive in the classroom.

• Classroom Courtesy: On speech days, those who come in or leave during a speech, or talk to other audience members during a speech, will have their participation grade lowered and lose 10 points per session. All mobile technology must be turned off and put away at the beginning of class. Your grade will be affected if your phone goes off during a student’s speech. If you must be late to class, do not enter the classroom while another student is giving a speech. Never walk in front of someone giving a speech.

• Dropping the Class: According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct. It is your responsibility to drop the class. Failure to drop a class can result in an “F” in the class.

• Attendance Required at First Class Meeting! Protect your seat by attending the first class meeting. Students not present when the roll is called during the
first class may be dropped from the class by the instructor. Often instructors make those seats available to other students asking to add the class” (LAVC 2012-2014 Catalog, pg. 46).

A. If you decide not to show up the day when you are scheduled to speak, you will automatically lose the opportunity to speak unless you provide a written documentation for any emergency.

B. The only acceptable excuses for missing class are medical emergencies. Leaving a message via e-mail or with the department office is not acceptable. If you are ill, your illness must be verified by a note from a physician. THERE WILL BE NO EXCEPTIONS!

C. Each tardy (arriving late, leaving early or walking in and out of class) will result in a deduction of 5+ points for that session.

D. Each student is allowed a total of TWO absences. Note: The absence should not be during a speech round. If you are not in class when your name is called to deliver your speech, the opportunity to deliver your speech will be lost. See below: “Speeches.”

E. Attendance will be taken promptly at the beginning of each class.

Speeches: You will deliver several speeches in this class. Guidelines for each speech will be made available to you. This information will indicate the expectations for each speech. Note: Speeches that are plagiarized, all or in part, will earn “0” points.

• SPEECHES MUST BE GIVEN ON THE ASSIGNED DAYS DURING A SPECIFIC SPEECH ROUND. It is YOUR responsibility to know your speech date. Students who are absent from class on the day he or she is scheduled to speak will not be allowed to make up their speech and will earn “0” points for the speech. In the event of a true and documented emergency (for example, a trip to a hospital emergency room), make-ups are only allowed at the discretion of the instructor. Please note that only the instructor can authorize changes in the speaking schedule. In the very rare instance where the instructor authorizes a schedule change, please note that speeches are subject to a late penalty.
• All work must be turned in typed. Any hand-written work will not be accepted.

• For the Informative and Persuasive speech, all work must be typed. Work required to receive a complete grade include your typed speech in the correct format as provided in the course packet, completed outline, the works cited page, and the evaluation form. Samples of these documents are provided in the course packet. **You will lose 20 points if you fail to submit all the above mentioned required material for your speech in the prescribed format which includes the use of references in your speech and a work cited page.** All the required material needs to be presented in a folder and should be turned on the day of the speech in class. Please refer to the course packet and syllabus, these can also be found on my website: www.profashe.wordpress.com. It is your responsibility to check the course website to refer to the course packet. You are required to bring the course packet and your textbook to class.

• Before you present your speech be sure to save your PowerPoint or any other form of presentation in a USB flash drive and set up your presentation at the start of the class. Bring your USB flash drive with you on the day of your speech.

• The required time limit for the speeches are as follows:

  **Introductory speech: 2-3mins**
  **Informative speech: 5-7 mins**
  **Persuasive speech: 6-8mins**

• Your speeches will be timed. **If you fail to complete your speech within the required time limit as above you will lose from 5 -10 points.** You will lose 5 points if you complete speaking except that you are not able to conclude your speech. You will lose 10 points if you do not finish the body and conclusion segments of your speech.

• You are not allowed to use any video beyond 30 seconds for the cultural speech and no longer than one minute for informative and persuasive speech. **If you fail to keep the time limit for any audio speech aid you will lose 5 points.**

• You are required to provide references in your written speech as well as you need to cite them orally. **You need a minimum of six references for the**
informative speech and a minimum of seven references for the persuasive speech. You are required to cite your references in the MLA or APA format. You will lose two points for each reference that falls below six or seven required references. **You will lose five points if your sources are not cited (in the works cited page) in the MLA or APA format.**

- You are responsible for dropping this course. If you stop attending and do not drop, you will FAIL this course. I will NOT drop you.

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<thead>
<tr>
<th>Assignments:</th>
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<tbody>
<tr>
<td>1. Oral Presentations:</td>
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<tr>
<td>A. Introduction speech ........................................ 10 Points</td>
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<tr>
<td>B. Informative Speech-Persuasive Speech ..................... 100 Points</td>
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<tr>
<td>C. Persuasive Speech .................................................. 100 Points</td>
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<td>D. (OPTIONAL EXTRA CREDIT - Cultural Speech ........... 30 Points)</td>
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<td>2. Examinations:</td>
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<td>A. Midterm ................................................................. 80 Points</td>
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<td>B. Final .................................................................. 80 Points</td>
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<td>3. Attendance &amp; Participation ...................................... 30 Points</td>
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**Total Possible Points ........................................ 400 Points**

The grading for this course is not curved.

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<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>360-400 points</td>
<td>(360 points = 90%)</td>
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<tr>
<td>B</td>
<td>320-359 points</td>
<td>(320 points = 80%)</td>
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<tr>
<td>C</td>
<td>280-319 points</td>
<td>(280 points = 70%)</td>
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<tr>
<td>D</td>
<td>240-279 points</td>
<td>(240 points = 60%)</td>
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<td>F</td>
<td>239 or less</td>
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- Turn off your phone before you enter class. Phones going off are very distracting and annoying. If your phone rings while class is in session you lose five points. You also lose five points for texting during class.

- When others are giving presentations, strive to be the best possible audience member.

- A **minimum of five points** will be deducted from your presentation if: A) You walk in when someone else is speaking. (If you are late, wait outside until you hear applause); B) Your cellular phone rings while someone is speaking; C) You are doing anything but being a good audience member. Think about how you would feel if you were giving a presentation and people were not paying attention, walking in, etc. Have the same respect for others you want for yourself.

**General Grading Criteria For Speeches:**
- Quality of speech (content, pace, eye contact, and delivery)
- Complete written format of the speech as provided in the sample from the course packet.
- Following instructions
- Correct use of outline format
- Keeping the time limit
- Appropriate use of reference citations

In order to pass the course, all assignments must be completed, meet course standards, and be delivered on deadline.
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<tr>
<th>Date</th>
<th>Breakdown</th>
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<tbody>
<tr>
<td>Wk 1. Feb08 - Feb10</td>
<td>Introduction to public speaking, ethical public speaking, managing speech anxiety, significance of being present, listeners and speakers, pace and delivery.</td>
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<tr>
<td>Wk 2. Feb15 - Feb17</td>
<td>Analyzing the audience, selecting and narrowing the topic, determining the purpose, developing the central idea, generate the main idea and organization. The different types of speeches, informative, impromptu and persuasive.</td>
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<tr>
<td>Wk 3. Feb22- Feb24</td>
<td>INTRODUCTORY SPEECHES</td>
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<td>Wk 4. Feb29 - Mar02</td>
<td>Preparing a speech, researching supporting materials, citation guidelines, outlining the speech, types of presentation aids, using the body and voice. Preparing for Informative speeches.</td>
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<tr>
<td>Wk 6. Mar 14 - Mar 16</td>
<td>Strategies to maintain audience interest and understanding. Crafting a speech, introducing your speech, concluding your speech, use of evidence. Informative Outline due</td>
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<td>Wk 7. Mar 22 - Mar 23</td>
<td>INFORTMATIVE SPEECHES</td>
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<td>Wk 8. Mar 28 - Mar 30</td>
<td>INFORTMATIVE SPEECHES</td>
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<td>Wk 9. Apr 4 - Apr 06</td>
<td>MIDTERM EXAM</td>
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<td>Wk 10. Apr 11- Apr 13</td>
<td>Midterm review. Analyzing the audience for the persuasive speech, brainstorm topics and in-class survey for audience information.</td>
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<td>Wk 11. Apr 18- Apr 20</td>
<td>Selecting and narrowing the topic, determining the purpose, developing the central idea, generate the main idea and organization. How to establish ill, blame, and cure.</td>
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<td>Wk 12. Apr 25- Apr 27</td>
<td>Persuasive strategies: persuading the culturally diverse audience, use of appropriate evidence,types of evidence, the use of statistics, using emotion to persuade effectively. How to get a behavioral outcome for a persuasive speech.</td>
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<td>Weekly Schedule:</td>
<td>Spring 2016</td>
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<td>Wk 13. May2- May4</td>
<td>Persuasive Outlines due</td>
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<td>Wk 14. May9- May11</td>
<td>Persuasive Speeches</td>
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<td>Wk 15. May16- May18</td>
<td>Persuasive Speeches</td>
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<td>Wk 17. May30- Jun1</td>
<td>FINAL EXAM - Speeches</td>
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<td>Wk 18. Jun 6</td>
<td>FINAL EXAM - Speeches</td>
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