

# Fundamentals of Speech (SPC1608)

## Class Syllabus – Fall Term 2015

Instructor: Professor Jacqueline Smith  
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Office Hours: By Appointment, also I am always available via email

Course Description: This course explores oral communication principles common to speaking and listening. It emphasizes listening techniques as well as the **preparation and delivery techniques for extemporaneous speaking**. The course will also further develop mastery of Valencia's four Student Core Competencies (Think, Value, Communicate, and Act).

### Required Materials

- 1) Textbook: O'Hair, Rubenstein & Stewart. (2013). *A Pocket Guide To Public Speaking*, 4<sup>th</sup> Edition. McGraw Hill: New York, NY.
- 2) Access to Blackboard (Learning Modules, Discussion Postings, Assignments)
- 3) Flash Drive: Speech presentations will be video recorded for evaluation purposes.

### Student Learning Outcomes

- 1) Identify a specific speaking goal and articulate a thesis appropriate to audience and context
- 2) Fully develop the central thesis with appropriate and adequate main points; use organizational pattern appropriate to speech purpose and context
- 3) Evaluate quality of information (source, currency, accuracy, authenticity, bias), provide appropriate research documentation and effectively incorporate verbal citations into the speech
- 4) Use correct, clear, concrete, and context-appropriate language to express ideas clearly and fluently
- 5) Incorporate nonverbal communication (eye contact, facial expressions, posture, and gestures) to enhance the verbal message and speaker credibility
- 6) Use visual aids to clarify, emphasize, and support main points relevant to speech thesis
- 7) Use appropriate persuasive strategies to appeal to audience reasoning; construct valid arguments; recognize and avoid the use of fallacies of reasoning
- 8) Use appropriate persuasive strategies to appeal to audience emotions in an ethical manner
- 9) Appraise own and others' reasoning and perspectives fairly and objectively; recognize implications and consequences of message on audience and society

### Class Preparedness

Students are expected to come to **class prepared and ready to learn**. Attend class punctually, complete assigned readings and homework prior to each class meeting, listen attentively to others' ideas, and provide insightful responses or ask relevant questions from the readings and class discussions as appropriate.

## Attendance Policy

**If you are absent or tardy for any reason**, you are still responsible for the material covered and any announcements made. **Students may NOT make-up any missed class activity, quiz, or assignment** due to absences or tardies, unless official, written documentation of emergency (e.g., hospitalization document) is provided within 48 hours of the absence. **Excessive absences** (4 or more) without appropriate documentation will result in withdrawal from the course. The **withdrawal deadline for a “W” grade is November 27, 2015.**

## Homework

Students will be required to complete homework assignments by the due date. No late submissions will be accepted.

## Speech Presentations

Students are required to present **extemporaneous speeches** to an audience of peers. Speeches must be **original work** produced by the student. **Plagiarized speeches will result in a “0.”** Students will have the opportunity to sign up for a preferred speech date on a first-come-first-serve basis. Should a student fail to sign up for a specific date, the instructor will assign him to speak on a date that conveniently fits the class schedule.

**Speech make-up policy:** Contact your instructor **within 48 hours of the scheduled speech time** to be considered for a make up, which carries a **25% late penalty**. The student may make up the speech without the grade penalty when official, written documentation of the emergency (e.g., hospitalization documents) is presented. Failing to give the "make up" speech on the assigned make-up day will result in a "0." Students are allowed to make-up only one speech during the term.

NOTE: Forgetting to bring a visual aid, bringing the “wrong” computer file...unable to open file, etc....will NOT excuse you from a late penalty.

## Student Code of Classroom Conduct

Students will abide by Valencia’s Code of Classroom Conduct. (<http://www.valenciacc.edu/policies/PDF/10-18.pdf>). According to College Policy 6Hx28: (10-18), all forms of academic dishonesty and misconduct are prohibited at Valencia Community College. **Academic dishonesty includes, but it is not limited to, plagiarism, cheating, and furnishing false information. All speeches must be the student’s original work.** Please remember that it is unethical to abstract a speech from an outside source and pretend is your own work, therefore **plagiarized speeches will result in a “0.”** **Disruptive or distracting** activities such as "side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede or hinder the ability of other students to obtain the full benefit of the educational presentation” may result in a grade reduction or, in extreme cases, a grade of "F" in the course (1006.60, FS). **Disruptions during student speech presentations** (including, but not limited to entering or leaving the classroom, cell phones, beepers, or any other electronic devices, or "side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede or hinder the ability of other students to obtain the full benefit of the educational presentation”) will result in a **15-point deduction from own speech** (*per occurrence*).

## Grading Components

### Maximum possible points

Homework & class assignments	100 Points
How to Speech w/outline	50 Points
Quizzes (3 from assigned readings & class discussions)	75 Points
Narrative speech w/outline	50 Points
Informative speech w/documentation file	100 Points
Persuasive speech w/documentation file	<u>125 Points</u>
	<b>500 Points</b>

450 – 500 = A      400 – 449 = B      346 – 399 = C      276 – 345 = D      275 or less = F

## Grade Appeals

Students may request a conference with me to discuss/appeal a speech, quiz, or assignment grade. Grade appeal arguments must be presented in writing. If appealing a speech grade, **you** must also make the videotaped speech available during this conference. Speech appeals must be requested within one week of receiving the disputed grade.

## Students with Disabilities Policy

"Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523)."

# SPEECH PRESENTATION REQUIREMENTS

## Speech I – Narrative Speech w/Outline (50 points)

Your first speaking assignment is to help you become familiar with the basic principles of extemporaneous speaking. You will deliver a narrative speech sharing what you would do if you had unlimited financial resources (e.g. win the lottery, get an inheritance, win a scholarship, etc.) This **3 to 5 minute** speech must be presented **extemporaneously**.

### Speech Outline (*worth 10 points*)

Your fully developed speech outline must consist of: an attention getter, thesis statement, preview, main points, supporting details, transitions, summary, and closing remarks. All outline components must be clearly identified and proper outline format must be used.

### The following guidelines apply:

- Not observing the time limit will result in a 3 point penalty per 30 seconds over/under the time limit.
- Not presenting the speech on your assigned speech day will result in a 20% reduction of speech value.
- Not submitting your speech outline immediately following your speech will be considered late. Late outlines (but within one week from speech day) carry a 50% late penalty.
- Visual aids may be used for this speech, but are not required. However, visual aids in the form of video clips are NOT allowed for this speech.

## Speech II – “In the News” Informative Speech w/Documentation File (100 points)

This informative speech is aimed at increasing audience knowledge and understanding about an issue or event **currently shaping our society** in a significant manner (e.g.; may select a topic from the fields of technology, health, arts, sciences, religion, sports, etc.). Briefly present background information that will help your audience more fully understand the topic and **discuss current developments in the news surrounding this issue**. Your main points must be effectively supported, emphasized and clarified with visual aids and should be relevant to the speech thesis. Aids should be used ethically to convey information objectively. **This 4 to 6 minute speech must be presented extemporaneously**.

### Speech documentation file includes: (*worth 20 points*)

- Minimum of three credible research sources must be used. Two of the three sources must be from **news reports from the past twelve months**.
- Bibliography (Works Cited Page) in APA or MLA format. (Page 114 in your textbook)
- Hard copies of all research sources used must be included in the documentation file.
- Fully developed speech outline: Attention getter, thesis statement, preview, main points with supporting details, transitions, summary, and closing remarks are clearly identified and proper speech outline format is used (Chapter 12: Outlining the Speech).

### Speech III – Persuasive Speech w/Documentation File (125 points)

A **persuasive speech to motivate action** seeks to influence your audiences' behaviors. For this speech you will research a **current need or problem in our society**. Show the audience how the need or problem affects them and how they personally may **become involved to help solve or alleviate** the stated need or problem by taking some type of action. Prepare a persuasive message using the classic persuasion strategies discussed in class (ethos, pathos, and logos). Visual aids are also required to support your arguments and must be used ethically to present valid evidence in support of the stated claims. This **5 to 7 minute** speech must be presented **extemporaneously**

Speech documentation file includes: *(worth 25 points)*

- Minimum of three credible research sources must be used. Two of the three sources must be from **news reports from the past twelve months**.
- Bibliography (Works Cited Page) in APA or MLA format. (Page 114 in your textbook)
- Hard copies of all research sources used must be included in the documentation file.
- Fully developed speech outline: Attention getter, thesis statement, preview, main points with supporting details, transitions, summary, and closing remarks are clearly identified and proper speech outline format is used (Chapter 12: Outlining the Speech).

