

Fundamentals of Speech  
Kate Dvorak

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**Course Number and Title:** Speech 1315 Fundamentals of Speech (3-0)

**Credit Hours:** 3 hrs/week lecture/lab combination.

**I. Catalog Description.**

The fundamentals course is a systematic study of the basic principles of effective oral communication. It provides experience in public speaking and listener analysis. Emphasis is placed on speech construction for extemporaneous speaking.

**II. COURSE CONTENT.**

This course is designed primarily as a public speaking course, but also includes sections on small group communication, interpersonal communication, nonverbal communication and mass communication.

**III. REQUIRED BACKGROUND/PREREQUISITES..... NONE**

**IV. TEXTBOOK**

The Art of Public Speaking by Stephan Lucas is the textbook for this class. Handouts will be provided. Notes will be taken in class daily. Have a folder, notebook, plenty of paper, a highlighter, a writing tool, or lap top for class. TAKE NOTES. They'll come in handy for the quizzes.

**V. METHODS OF INSTRUCTION.**

Lecture, discussion, AV, group participation, presentations, listening critiques and quizzes.

**VI. EXEMPLARY EDUCATIONAL OBJECTIVES.**

The Exemplary Educational Objectives are intended to contribute to the students' intellectual and personal growth to assist them in understanding and to preparation for responsible citizenship. The EEO will give them the ability to adapt to a rapidly changing and highly technological world.

- C-1 Understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- C-2 Understand the importance of specifying audiences, purposes and to select appropriate communication choices.
- C-3 Understand and appropriately apply modes of expression: descriptive, expository, narrative, scientific, and self-expressive in written, visual, and oral communication.
- C-4 Participate effectively in groups, with emphasis on listening, critical and reflective thinking, and responding.
- C-5 Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- C-6 Develop the ability to research and write an extemporaneous outline and give an oral presentation.

**VII. BASIC INTELLECTUAL COMPETENCIES.**

The Basic Intellectual Competencies listed below are components of a process designed to assist and prepare students for becoming well-educated individuals who are intellectually flexible, articulate, and have the capacity to become responsible and creative members of society. These competencies are included in this course, and they are noted by following numbering system.

- B-1 Reading- the ability to analyze and interpret a variety of printed materials-books, documents, and articles-above 12th grade level.
- B-2 Writing- the ability to produce clear, correct and coherent prose adapted to purpose, occasion, and audience-above the 12th grade level.
- B-3 Speak-ability to communicate orally in clear, coherent, and persuasive language appropriate to

purpose, occasion, and audience-above 12th grade level.

- B-4 Listening-analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading-above 12th grade level.

### VIII. COURSE OBJECTIVES.

1. Using appropriate technology, develop skill in researching and organizing materials for speechmaking (C-1 -2, C-5 -6, B-1-2).
2. Practice various desensitizing techniques to assist in managing speaker apprehension (C-1, C-4, B-3).
3. Apply basic skills of critical thinking, i.e. recognizing fallacies, defending beliefs with appropriate facts, identifying differences between fact and opinion in media and speeches in delivering a persuasive speech. (C-1, C-4-5, B-3).
4. Identify and demonstrate various methods of audience analysis through the use of media and class examples (C-2).
5. Present and/or identify various types of speeches, i.e. informative, persuasive, report, commemorative, entertaining, testimonial, etc. (C-1-3, B-4).
6. Individually and in small groups demonstrate ability to prepare speaker outlines, preparation outlines, and manuscript speeches including a bibliography in MLA format when appropriate (C-1-4,6, B-2).
7. Demonstrate an understanding of ethics in gathering information, speaking, and the use of technology (C-1,5-6).

### IX. COURSE/CLASSROOM POLICIES.

1. **Attendance/Tardy:** Students are expected to attend class regularly. There will be assignments due, quizzes and participatory activities most class sessions. Anyone entering the classroom late and disturbing a classmate's speech presentation will lose points on his/her grade. If you come in more than 15 minutes late, that's counted as one full HOUR missed. You'll have missed the quiz, too.

#### All Homework assignments must be PRINTED.

A.= 1 absence (that's three hours, one week!)

B= 2 absences

C = 3 absences

D = 4 absences

F = why bother at all?

2. **Class participation:** Speech is a participatory class. The more you choose to participate, the more you will benefit. It's also a grade. The grade is averaged from your attendance AND how you choose to "play well with others".

3. **Missed exam/assignment make-up policy:** There is none. Speeches and outlines are due on the date assigned. You may turn them in early. If you are aware in advance that you will be absent, it's to your advantage to make arrangements to turn in your assignment early. Late work will receive 25 points off at once THEN be graded. **Don't miss speech day unless you are dead.... It's a zero AND a zero for your listening critique.**

Attendance is required. If you miss a class, you are responsible for getting the notes or handouts you missed from someone and copying them. I will NOT have those papers for you. If you know you'll miss class, email me at: [lcanteachu2@gmail.com](mailto:lcanteachu2@gmail.com). If you do this, I may be able to have the handouts for you at the next class.

Students are responsible for any and all information/due dates given in class regardless of attendance. It's a good idea to make friends with someone seated next to you so you can call for assistance.

There is **NO EXCUSE** for missing a presentation. You may be able to make up that speech starting with 25 points off IF you do it the next week. Don't take that chance that you might be able to make it up. You will be unable to complete the listening critique if you don't attend speech night; that's a zero.

You cannot participate in class activities if you are not here, therefore, if you miss three classes, you've missed nine hours of class. You will not get an A in class, regardless of how grades add up. Participation is vital.

4. **Academic Dishonesty:** Don't cheat. All sources must be cited. Don't cheat. Don't plagiarize. Don't cheat. You can be removed from class and even school. Don't cheat.

5. **Student Behavior:** Adult behavior is expected during class. Derogatory, inflammatory, or any type of offensive language will NOT be permitted under any circumstances. This could lead to removal from class.

**TURN OFF YOUR CELL PHONE.** I'll take it up. If it goes off, even on vibrate, during someone's presentation, YOU earn a zero on your listening critique grade. It's rude, offensive, unnecessary, and against the rules. **TURN IT OFF.**

**6. ADA Statement:** Ranger College provides a variety of services for students with learning and/or physical disabilities. The student is responsible for making the initial contact with the Ranger college counselor. Make this contact before we get too far along!

**NOTE**

I reserve the right to change course content and/or assignments. You must keep up with me in class.

**My Assistance to YOU**

Use the phone for voice messages given above. I work as a muscle therapist and don't keep my phone on. I look at voice messages at night. You can certainly email me as well as leave a voice message. I will be happy to assist you with any of your speeches, outlines, questions about lessons, etc. YOU must initiate the talk.

**Electronic Devices in the Classroom**

You may use a laptop to take notes. Should I notice you doing email, facebook, or games, that right is revoked at once. There are to be NO phones on... not even on vibrate (I have acute hearing). If one goes off during a presentation, you've just earned a zero for listening that night. If you violate the phone rule, you will give me your phone and I'll keep it until the end of class. Please just turn the darn thing off as you come in and avoid all this. Period. Having a phone go off is very, very rude and unnecessary.

**Extra Credit Submission (this is a sample outline, by the by)**

I. You may earn extra credit points towards your midterm exam by:

A. Attending and bringing a signed proof of attendance at any play or speech in the community.

1. I need proof of your attendance.

a. Just you saying you attended,

b. or a piece of paper with some signature on it won't work as proof of attendance.

2. Some places you may attend are:

a. Anywhere a speech is given;

b. a program presented;

c, or an agenda followed;

d. or a play at HPU;

e. or a high school performance will work.

3. You will receive two E.C. points per submission.

B. You'll be learning how to speak or perform using all communication skills by watching others at these programs.

II. Bring your signed proof of attendance.

A. **It is due the very next class after the program.**

1. The program must be signed by a faculty member or presenter.

2. The program must be dated with the night/day you attended.

B. There is no such thing as "I forgot to bring it, can I do it next week?"

1. Nope.

2. Not.

C. You may accumulate as many E.C. points as you can possibly do in a semester.

D. YOU are responsible to keep track of these E.C. points.

1. I keep them.

2. You keep them.

## Grades

1. YOU and I are the ones to keep track of grades. I will NOT give you a rundown of your grades at any point in the semester. YOU have the grades, you figure out your average to date. I return your graded papers the very next week so YOU can have the grades. I will NOT tell you your average at any point. That is YOUR responsibility. If you discover you need extra credit points, YOU get them and turn them in as outlined above. This IS your class, your grade, your degree.
2. There are weekly quizzes. They will be averaged into your participation grade. You cannot make up the quiz.
3. There is a midterm, it equals ONE grade.
4. There are three presentations and an outline for each presentation. That equals **FOUR** grades.
5. There are three listening critiques. They are averaged.
6. The final is a presentation with outline and demonstration of knowledge from the entire course. This counts as your final examination, two grades (outline, presentation. Group meetings, etc. are part of EC for the final).
7. Participation is made up of attendance and work in weekly groups. It is one grade.
8. This is a total of TEN possible grades.
9. See number one above. Again.

**My Grades (I suggest you write them down). I will NOT give them to you from a grade book. I don't usually bring my grade book to class. This is YOUR job.**

- |                            |   |
|----------------------------|---|
| <b>1. Quizzes:</b>         | <b>6. Pers. outline:</b>  |
| <b>2. Inform. talk:</b>    | <b>7. Entertain talk:</b>                                       |
| <b>3. Inform. outline:</b> | <b>8. Entertain note cards:</b>                                 |
| <b>4. Midterm talk:</b>    | <b>9.(Group talk won't be yours until you email for it.</b>     |
| <b>5. Pers. talk.</b>      | <b>10. Group outline won't be yours until you email for it.</b> |

**Extra credit points (2 pts per item).**

**I was absent on:**

**I went to:**

**I went to:**

**I went to:**

**I went to:**

**I went to:**

**I went to:**

**(see page two for absences and what they do to your grade).**

"I'm not always the most popular teacher. In fact, many students don't care for me because I demand a level of commitment to the learning process that a lot of students can NOT make. Without commitment on both our parts, there is no excellence in teaching OR learning. I can't accept that. I believe in the highest standards of achievement and that rewards come from hard work. I push my students to the limits that I know they can achieve then I push them one step further as a way to help them grow." Jody Natalie from her text: Teaching Interpersonal Communication. Seconded by Kate Dvorak.

You may not like my requirements because they stretch your thinking, place you outside of a comfort zone, and make you work. I teach listening so you may rebel at that concept because you have been trained just to hear. I teach following directions as a standard to excel as this concept is part of your world yet to come. My goal is to create a communicating person-one who understands and uses the total communication process for success in their interpersonal and professional life.

I am your leader, and guide, not your friend or peer. I am here to help, stimulate, and enhance your experience. Use my knowledge and skills to further your own. Share your knowledge and skills with me and your peers so we may all expand our sense of value, worth and talent.

**Tuesday 6:30 pm**  
**Schedule of Course work/assignment**

1/19	Speaking and ethics. Syllabus.	Chapters 1 & 2
1/26	Listening, selecting a topic, & audience analysis. Partner up for Interviews next week.	Chapters 3, 4
<b>2/2</b>	<b>Interviews:</b> Research, speaking to inform.	Chapter 6 ,14
2/9	Outline appendix A, organization	Chapters 8, 9, 10
<b>2/16</b>	<b>INFORMATIVE TALK AND CRITIQUE 7 minutes</b> <b>OUTLINES DUE TONIGHT app. 2, visual aid</b>	<b>Chapter 13</b>
2/23	Analyze audience, support ideas, outline, speak to persuade	Chapters 5, 7, 15
<b>3/2</b>	<b>MID TERM IMPROMPTU TALK over the above chapters</b> <b>5 minute minimum</b>	
3/9	methods of persuasion, review as needed, objects to sell using Monroe's	Chapter 16
<b>3/16</b>	<b>SPRING BREAK</b>	
3/23	<b>Persuasive delivery and critique 7-10 minutes</b>	<b>OUTLINE DUE TONIGHT</b>
3/30	Using language, delivery, speaking on special occasions	Chapters 11, 12, 17
<b>4/6</b>	<b>ENTERTAINMENT TALK 5 MINUTES NOTE CARDS TURNED IN</b>	
4/13	Groups	Chapter 18
4/20	Small groups work	
<b>4/27</b>	<b>FINAL PRESENTATION IN GROUPS 7min. each talk</b>	<b>OUTLINES DUE</b>

**Please remember** that you **cannot miss** a presentation. See me at once if you have a conflict. Take responsibility for your actions. **DO NOT** call me or send a message that night that you are ill. That's called "stage fright" or "unprepared". If you are in a car accident, that's a possible excuse.

Because this class is special, we may hold class meetings outside of the classroom. Presentations may happen at my house, your house, in a restaurant, who knows. So you really, really need to pay attention in class!