

English 230 Public Speaking

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Office Hours: Mondays & Wednesdays, 11:15 - Noon
Thursdays, 10:00 - Noon

Text

Lucas, Stephen E. *The Art of Public Speaking*. 9th edition. Boston: McGraw-Hill, 2007.

Objectives

The purpose of this course is to improve message generating, speech-delivery, listening, and critical and analytical skills. Specifically, students are expected to learn to

recognize basic facts, theories, methods, technical terms, and principles that constitute the information or knowledge available from the discipline;

comprehend, interpret, or translate that information;

apply that information and understanding of it in specific situations;

analyze the information by recognizing relationships, deciphering patterns, and identifying forms;

synthesize the information by developing new relationships or combinations;

and evaluate the information in terms of internal or external criteria.

Graded Activities

10%	Self-Introductory Speech	15 %	Commemorative Speech
15%	Informative Speech	20%	Final Speech
20%	Persuasive Speech	20 %	Four unannounced quizzes

Students should expect to spend six to eight hours per week outside of class preparing for this class. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Learning Services Office as soon as possible to enhance the likelihood that such accommodations are implemented in a timely fashion.

Attendance

Public Speaking requires an audience; therefore, attendance is especially important in this course. Students are also expected to participate in class activities and contribute to class discussions of topics. Three unexcused absences will lower the final grade in the course one-letter grade. In case of illness, see that the work reaches the instructor by the class period it is due.

Grades

The criteria for grades include clarity of purpose, organization, quality of material, expression and mechanics. All work submitted must be typed or done on a printer with a “fresh” ribbon unless specified otherwise. The final grade will be computed according to the percentages indicated below. Any work that is received after the class period it is due will be considered late. Late work will be penalized.

A+	98	B+	88	C+	78	D+	68
A	95	B	85	C	75	D	65
A-	92	B-	82	C-	72	D-	62

Academic Honesty

Refer to the statement on academic honesty at Moravian College in the current Student Handbook. Copies are available in the Academic Dean’s file (acdean) on the Public (P:) Drive of the Moravian Intranet. Keep copies of all written work submitted to the instructor, as well as notes, drafts and materials used in preparing assignments. If in doubt about appropriate collaboration, proper documentation and other honesty issues, ask the instructor.

Speaking Assignments

Self-Introductory Speech

Bring to class two or three objects that represent significant aspects of your background, personality, values or ambitions. Use the objects as points of departure, developing a 2 to 3 minute speech how the objects relate to your life. Examples might be a floppy disc for a computer whiz, an employee badge from work, a picture of a best friend or family member, a bag of M & M’s for a “chocoholic.” Do not spend time describing the objects; the purpose is to use them as vehicles to introduce yourself to the class. Deliver the speech extemporaneously from brief notes that occupy no more than one side of a single 4 x 6-index card. Do not read. Maintain eye contact.

Informative Speech: Object, Concept or Event

Prepare a 5 to 6 minute extemporaneous informative speech explaining an object, concept or event. Develop a clear thematic statement in the body with two to three main points. Arrange main points, using an informative design strategy, and support each point with a variety of supporting materials. Submit a complete preparation outline, labeling transitions. (See pp. 253 - 255.) A minimum of one visual aid that you create is required. Include a bibliography of at least three sources. Deliver extemporaneously using a speaking outline. (See pp. 259 - 260.)

Persuasive Speech of Policy

Prepare a 7 to 8 minute speech designed to persuade the audience for or against a question of policy. You may seek either passive agreement or immediate action from the audience. Deal with all three basic issues of policy speeches -need, plan, and practicability. Carefully craft a well-organized message that reflects a clear sense of purpose, using the Monroe Motivated Sequence design. (See pp. 413 - 417.) Submit a complete preparation outline, indicating in the margin what supporting materials you will use. Develop an audience analysis questionnaire that will help you identify and adapt to your target audience. (See pp. 127 - 130.) A bibliography of at least three sources and a minimum of one visual aid are required. Deliver extemporaneously using a speaking outline.

Commemorative Speech

Prepare a speech of 4 to 5 minutes, paying tribute to a person, a group of people, an institution, or an idea. The subject may be historical or contemporary, famous or obscure. A preparation outline is not required. This speech should be written out and delivered from a manuscript that must be submitted. Focus on the imaginative use of language and use devices for enhancing clarity and vividness discussed in Chapter 11. This speech must be rehearsed thoroughly in order to maintain strong eye contact and project dynamic vocal variety.

Final Speech

Prepare an 8 to 10 minute extemporaneous speech to inform (explaining an object, concept or event) or to persuade (for or against a question of policy). If informative, develop a clear thematic statement in the body with two to five main points, using an informative design strategy. If persuasive, seek either passive agreement or immediate action, dealing with the basic issues of need, plan and practicability. Whether you choose to inform or persuade, develop an audience analysis questionnaire that will help you identify your audience. Submit a complete preparation outline, indicating in the margins what supporting materials you will use. A bibliography of five or more sources and at least one visual aid are required.

Calendar

August

MON 28 Activities: A. Distribute Syllabus
B Review "Criteria Used for Evaluating speeches," *WB3*
C. Assign Self-Introductory Speech,
 "Introductory Questionnaire" *WB2*
 "Personal Report of Communication Apprehension" *WB6*
D. Impromptu Speech: Introduce name, hometown, intended
 major, and career goals, one unusual fact about self

WED 30 Reading: "The Speaker's Voice & Body," 305 - 318
Appendix: "Giving Your First Speech," 78 - 81
Activities: A. Collect "IQ" & "PRCA"
B. Review "A Heart Worn on my Hand," 81 - 2 & Video

September

FRI 01 Reading: Chapter 1: "Speaking in Public," 2 - 31
Chapter 2: "Ethics and Public Speaking," 34 - 53
Activities: Workshop: Exercises #1 & #3, 51 - 2

MON 04 No Class Labor Day

WED 06 Activities: Self-Introductory Speech

FRI 08 Activities: A. Self-Introductory Speech
B. Summarize areas for improvement
C. Preview Chapters 14, 4 & 8
C. Assign Informative Speech & WB 47 - 8

MON 11 Reading: Chapter 14: "Speaking to Inform," 370 - 397
Activities: A. Workshop: Exercise #2, 396
B. Review "Acupuncture," 392 - 4 & Video
 "Chili Peppers," A9 - 12 & Video

WED 13 Reading: Chapter 4: "Selecting a Topic and Purpose," 84 - 109
Activities: Workshop: Group A: Exercise #1, 396
 Group B: Exercise #3, 107 - 8
 Group C: Exercise #4, 108

FRI 15 Reading: Chapter 8 "Organizing the Body of the Speech," 204 - 5
Chapter 9 "Beginning and Ending the Speech," 226 - 251
Activities: A. Workshop: Exercises #1, #2 & #3, 224 - 5
B. Assign Introduction & Conclusion for Informative Speech;
 See WB, 34 - 5

MON	18	Reading: Activities:	Chapter 10 "Outlining the Speech," 252 - 269 A. Workshop: Informative Introduction & Conclusion due (Check against WB, 34 - 5)
WED	20	Reading: Activities:	Chapter 12 "Delivery," 298 - 325 Chapter 13 "Using Visual Aids," 326 -348 Exercise #1, 324: Select a poem (14 - 28 lines)
FRI	22		
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MON	25	Reading: Activities:	Chapter 18: "Speaking in Small Groups," 484 - 506 A. Assign discussion groups for informative, persuasive, commemorative and final speeches (Manual, 391 - 2) B. Preparation Outlines Due
WED	27	Activities:	Preparation Outlines Due
FRI	29	Activities:	Videotape Informative Speech
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October			
MON	02	Activities:	Videotape Informative Speech
WED	04	Activities:	Videotape Informative Speech
FRI	06	Activities:	Small Group Discussions
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MON	09		No Class Fall Break
WED	11	Reading: Activities	Chapter 5: "Analyzing the Audience," 110 - 137 Exercise#3, 136 (assign aud. analysis questionnaire - page 30)
FRI	13	Reading: Activities:	Chapter 15 "Speaking to Persuade," 398 - 431 A. Assign Persuasive Speech B. Assign audience analysis questionnaire (128 - 131) C. Workshop: Exercises #2, #4, #6, 420 - 430
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MON	16	Reading: Activities:	Chapter 7 "Supporting Your Ideas," 174 - 203 A. Complete Exercise #6, 430: "The Ultimate Gift," A15 - 7 B. Exercise #1, 201-2 C. Review persuasive speeches on video
WED	18	Reading: Activities:	Chapter 16 "Methods of Persuasion" 432 - 467 A. Exercises #2, #4, 465 B. Questionnaires for Persuasive Speech Due
FRI	20		No class - Move into Ice House

MON	23	Reading: Activities:	Chapter 17 "Speaking on Special Occasions" 468 - 506 A. Analyze "Questions of Culture," A2 - 4 in light of criteria for commemorative speaking discussed in Chapter 17 B. View video of a Commemorative Speech
WED	25		No class – Performance at Ice House
FRI	27	Activities:	Group B - Persuasive Speech Outlines Due
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MON	30	Activities:	Persuasive Speech Prosser Auditorium
	November		
WED	01	Activities:	Persuasive Speech Prosser Auditorium
FRI	03	Activities:	Persuasive Speech Prosser Auditorium
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MON	06	Activities:	Small Group Discussions
WED	08	Reading: Activities:	Chapter 11 "Using Language," 270 - 297 Exercises #1, #2 & #3, 296
FRI	10	Reading: Activities:	Chapter 3 "Listening" 54 - 72 Commemorative Speech text due
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MON	13	Activities:	Commemorative Speech text due
WED	15	Activities:	Commemorative Speech
FRI	17	Activities:	Commemorative Speech
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MON	20	Activities:	Small Group Discussions
WED	22		No Class Thanksgiving Break
FRI	24		No Class Thanksgiving Break
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MON	27	Activities:	Impromptu Speeches
WED	29	Activities:	Group A – Final Speech Outlines Due
	December		
FRI	01	Activities:	Group B – final Speech Outlines Due
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MON	04	Activities:	Final Speech Prosser Auditorium
WED	06	Activities:	Final Speech Prosser Auditorium
FRI	08	Activities:	Final Speech Prosser Auditorium
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MON	11	Activities:	Small Group Discussions Class Evaluation