

English 230 Public Speaking

Instructor: Dr. J. Ramsey

Office: Arena Theatre

Office Hours: Tuesdays and Thursdays, 11:30 AM – 1:00 PM

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
25%	Informative Speech
15 %	Commemorative Speech
25%	Persuasive Speech
25 %	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. Two 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 3 - 5 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.

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.

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.

Calendar

August

TUE 28

Activities:

A. Distribute Syllabus

B Review "Criteria Used for Evaluating speeches," *WB3*

C. Assign: "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

THU 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
 “Rhymes with Orange,” 82-83 & Video
 C. Assign Self-Introductory Speech

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September

TUE 04 Reading: Chapter 1: “Speaking in Public,” 2 - 31
Chapter 2: “Ethics and Public Speaking,” 34 - 53
Activities: Workshop: Exercises #1 & #3, 51 - 2

THU 06 Reading: Chapter 17 “Speaking on Special Occasions” 468 - 506
Activities: A. Analyze “Questions of Culture,” A2 - 4 in light of criteria for
 commemorative speaking discussed in Chapter 17
 B. Assign Commemorative Speech
 C. View video of a Commemorative Speech

Reading: Chapter 18: “Speaking in Small Groups,” 484 - 506
Activities: Assign discussion groups for informative, commemorative,
 & persuasive speeches (Manual, 391 - 2)
 Major Points for Self-Introductory Speech Due

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TUE 11 Activities: A. Self-Introductory Speech
 B. Assign Poem (maximum 14 lines)

THU 13 Activities: A. Self-Introductory Speech
 B. Summarize areas for improvement

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TUE 18 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
 C. Assign Informative Speech & WB 47 - 8

THU 20 Reading: Chapter 11 “Using Language,” 270 - 297
Activities: Exercises #1, #2 & #3, 296
Reading: Chapter 12 “Delivery,” 298-325
Activities: Poems Due

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TUE	25	Reading: Activities:	Chapter 4: "Selecting a Topic and Purpose," 84 - 109 Workshop: Group A: Exercise #1, 396 Group B: Exercise #3, 107 - 8 Group C: Exercise #4, 108
		Reading: Activities:	Chapter 8 "Organizing the Body of the Speech," 204 - 5 Workshop: Exercises #1, #2 & #3, 224 - 5
THU	27	Activities:	Commemorative Speech Due
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October			
TUE	02	Activities:	Commemorative Speech Due
THU	04	Activities:	Small Group Discussions
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TUE	09	No Class - Fall Break	
THU	11	Reading Activities:	Chapter 9 "Beginning and Ending the Speech," 226 - 251 Assign Introduction & Conclusion for Informative Speech;
		Reading:	Chapter 10 "Outlining the Speech," 252 - 269 Chapter 13 "Using Visual Aids," 326 - 348
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TUE	16	Reading: Activities:	Chapter 5: "Analyzing the Audience," 110 - 137 A. Exercise #3, 136 (assign aud. analysis questionnaire - 30) B. Informative Speech Introductions due
		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
THU	18	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 D. Informative Speech Conclusions due
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TUE	23	Activities:	Videotape Informative Speech
THU	25	Activities:	Videotape Informative Speech
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TUE 30 Activities: Small Group Discussions

November

THU 01 Questionnaires for Persuasive Speech Due

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TUE 06

THU 08 Reading: Chapter 3 "Listening" 54 - 72

Reading: Chapter 16 "Methods of Persuasion" 432 - 467

Activities: Exercises #2, #4, 465

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TUE 13 Activities: Impromptu Speeches

THU 15 Activities: Persuasive Speech Outlines Due

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TUE 20 Activities: Persuasive Speech Outlines Due

THU 22 No class Thanksgiving Break

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TUE 27 Activities: Persuasive Speech Prosser Auditorium

THU 29 Activities: Persuasive Speech Prosser Auditorium

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December

TUE 04 Activities: Persuasive Speech Prosser Auditorium

THU 06 Activities: A. Small Group Discussions

B. Class Evaluation