

# **Public Speaking**

ENGL 230 Public Speaking

Fall, 2008

Tuesdays & Thursdays 2:20-3:30pm

## ***INSTRUCTOR:***

Christopher Shorr

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Office Hours: Tuesdays, Wednesdays, Thursdays 1-2PM and by appointment

(Office hours are subject to change—check posting on office door for updates)

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## ***TEXT:***

Lucas, Stephen E., The Art of Public Speaking. 9<sup>th</sup> edition. Boston: McGraw Hill, 2007.

## ***COURSE OBJECTIVES:***

The purpose of this course is to improve message generating, speech-delivery, listening, and critical and analytical skills. By the end of the course, each student should be able to--

1. Explain the components of the communication process, and relate those components and that process to public speaking;
2. List, describe and demonstrate procedures for overcoming obstacles that can interfere with effective public communication;
3. Demonstrate increased competency at narrative, expository, and persuasive speaking in front of an audience;
4. Use research, outlines and media aids in the preparation and delivery of speeches;
5. Understand the importance of effective speaking.

## ***CAUTIONS:***

1. It is essential that you attend all classes. Students are expected to participate in class activities and contribute to class discussions of topics. Students are expected to be *active* listeners during speeches. More than one absence *will* have a negative effect on your grade.
2. All work must be presented or turned in on time. Missed work may only be made up under special circumstances at the discretion of the instructor.
3. A poorly done assignment will count as an "F". Assignments not presented or turned in at all will count as TWO "F"s.
4. All work turned in (including speaking notes prepared in advance) must be typed or printed from a printer.
5. All students must be prepared to give speeches and in attendance the first day of the classes designated for that speech—additional days are just for spill-over. (In other words, don't plan on skipping the first day of persuasive speeches to buy yourself an extra day of prep time!)
6. 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 encourage to contact the Learning Services Office as soon as possible to enhance the likelihood that such accommodations are implemented in a timely fashion.

## **ACADEMIC HONESTY:**

Refer to the statement on academic honesty at Moravian College in the current Student Handbook (online at: [www.moravian.edu/studentLife/handbook/academic2.htm](http://www.moravian.edu/studentLife/handbook/academic2.htm))

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.

## **FINAL GRADES WILL BE DETERMINED AS FOLLOWS:**

These assignments will be counted as one grade:

- Quizzes
- Jokes

These assignments will be counted twice:

- Introductions
- Fiction Reading
- Nonfiction Reading
- Impromptu speeches

These assignments will be counted three times:

- Narrative Group Speech
- Special Occasion Speech

These assignments will be counted four times:

- Informative Speech
- Persuasive speech

## **CALCULATION:**

The criteria for grades include clarity of purpose, organization, quality of material, expression and mechanics. You can compute your grade at any time by using a 12-point scale in which:

A+=12, A=11, A-=10, B+=9, B=8, B-=7, C+=6,  
C=5, C-=5, C-=4, D+=3, D=2, D-=1, F=0

## **QUIZZES:**

There will be a very brief quiz at the beginning of many classes. Quizzes will cover material from previous class sessions and/or assigned readings. Be sure to have read the assigned chapters. Your highest four quiz grades will be counted.

## **JOKES:**

Half of the challenge of public speaking is to overcome your nervousness about standing up and speaking in front of an audience... but you do that every time you tell a joke to a group of people! From time to time, students will be called upon to tell a joke. Telling a joke is OPTIONAL, and a student may always decline the opportunity. Telling a joke successfully (maintaining poise and eliciting a response—either a laugh or a groan) counts as one grade of extra credit.

*All jokes must be in good taste—jokes using race, gender, religion, sexual orientation or disability, or jokes otherwise considered in bad taste will count **against** your grade.*

## ***CLASS SCHEDULE***

- 1 Tuesday, August 26  
***Course overview***

**Introductions**—Briefly introduce yourself, including name, where you are from, year in school, area of study, as well as some mention of a special interest, hobby, or a fact that not many people know about you.

- 2 Thursday, August 28  
***Basic Principles of Speech Communication***  
*Reading Due: Ch 1*

- 3 Tuesday, September 2  
***Ethics and Public Speaking***  
***Listening to Speeches***  
*Reading Due: Ch 2, 3*

- 4 Thursday, September 4

**Children's Story**--Select an excerpt from a children's story to read to the class in two minutes. Introduce the selection in twenty seconds or less. Pay careful attention to vocal variety. Keep your audience engaged!

- 5 Tuesday, September 9  
***Speaking to Inform***  
***Organizing the Speech***  
***Outlining the Speech***  
*Reading Due: Ch 8, 9, 10, 14*  
*Group assignments*

- 6 Thursday, September 11

**Nonfiction Reading**—with visual aid!-- Read about two minutes of nonfiction material (newspaper, magazine, book, textbook, etc.) to the class in such a way that the class will be interested in what your reading. You must prepare and use a visual aid, and you must choose material that uses supporting materials and sites its sources. Pay special attention to your vocal presentation (volume, pitch, rate, rhythm, variety).  
**Turn in a photocopy of the piece before you begin.**

- 7 Tuesday, September 16  
***Choosing Topics and Purposes***  
***Speaking in Small Groups***  
*Reading Due: Ch 4,18*

- 8 Thursday, September 18

**Narrative Group Speeches**—In four to five minutes, tell us about what your group has in common. Make sure you have a definite introduction, body with main points, and conclusion. Pick one specific area of common experience and develop it fully. All members of the group must participate. **Turn in a speech outline AND your speaking notes.**

## ***CLASS SCHEDULE (cont'd)***

9 Tuesday, September 23

### ***Delivering the Speech and Using Visual Aids***

**Impromptu Speeches**—Pick a topic from the hat, and speak for 2 minutes!

*Reading Due: Ch 12, 13*

10 Thursday, September 25

### ***Analyzing the Audience***

*Reading Due: Ch 5*

**Impromptu Speeches**—Pick a topic from the hat, and speak for 2 minutes!

11 Tuesday, September 30

### ***Gathering Materials, Using Supporting Materials***

*Reading Due: Ch 6, 7*

*(Where do we meet NEXT week?)*

12 Thursday, October 2

### ***Library Scavenger Hunt***

**\*\*\*MEET AT LIBRARY REFERENCE DESK\*\*\***

NO CLASS Tuesday, October 7 (FALL BREAK)

***Enjoy the long weekend!***

13 Thursday, October 9

### **Informative Speeches**

14 Tuesday, October 14

### **Informative Speeches**

15 Thursday, October 16

### **Informative Speeches**

16 Tuesday, October 21

### **Introduction to Persuasive speaking**

*Reading Due: Ch 15*

17 Thursday, October 23

### **Methods of Persuasion**

*Reading Due: Ch 16*

18 Tuesday, October 28

### **Speaking to Sell**

19 Thursday, October 30

### **Persuasive Speeches**

**CLASS SCHEDULE (cont'd)**

20 Tuesday, November 4

**Persuasive Speeches**

21 Thursday, November 6

**Persuasive Speeches**

22 Tuesday, November 11

**Persuasive Speeches**

23 Thursday, November 13

**Telling Jokes**

24 Tuesday, November 18

**Speaking on Special Occasions**

*Reading Due: Ch 17*

25 Thursday, November 20

**Using Language Effectively**

*Reading Due: Ch 11*

26 Tuesday, November 25

**Using Language Effectively**

NO CLASS Thursday, November 27 (THANKSGIVING BREAK)

**Happy Thanksgiving!**

27 Tuesday, December 2

**Special Occasion Speeches**

28 Thursday, December 4

**Special Occasion Speeches**

29 Tuesday, December 9

**Special Occasion Speeches**