

Public Speaking

ENGL 230 Public Speaking

Fall, 2011

Tuesdays & Thursdays 2:35-3:45PM, Main Street Campus, Reeves Library, Room 212

INSTRUCTOR:

Christopher Shorr

Email: cshorr@moravian.edu

Office: Arena Theatre

Office Hours: Tuesdays, Wednesdays, Thursdays 1-2:25PM and by appointment

(Please call ahead if you plan to see instructor during office hours. Office hours are subject to change—check posting on office door for updates)

Phone: (610) 861-1489

TEXT:

Lucas, Stephen E., The Art of Public Speaking. 10th 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, informative, 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. Less than active participation may have a negative effect on your grade. **More than one absence may have a negative effect on your grade beyond the 10% of the grade associated with participation.**
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 0%--the equivalent of 2 x "F".
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 several 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.

FINAL GRADES WILL BE DETERMINED AS FOLLOWS:

| | |
|------|--|
| 5% | Introductions |
| 5% | Children's Story |
| 5% | Nonfiction Reading |
| 5% | Speech Preparation Work (turned in prior to speech delivery) |
| 7.5% | Impromptu speeches |
| 7.5% | Narrative Group Speech |
| 10% | Active participation/effort/commitment/improvement |
| 10% | Quizzes |
| 10% | Special Occasion Speech (final project) |
| 15% | Informative Speech |
| 20% | Persuasive speech |

The criteria for grades include clarity of purpose, organization, quality of material, expression, mechanics, originality, and degree of thought. Grades may be monitored on Blackboard, but keep in mind that those grades are ONLY a running total of graded assignments and that your final grade includes absences, participation, and other components not included in the Blackboard running total.

| | |
|----------|---|
| A | exceptional work — <i>a thrilling or enlightening speech</i> |
| B | above average work — <i>an especially effective, original or engaging speech</i> |
| C | average work — <i>a competent speech that is not particularly engaging</i> |
| D | below average work — <i>a speech with some serious flaws, but still understandable</i> |
| F | poorly done work — <i>a speech that is difficult to understand due to delivery or flaws in logic or organization</i> |

Please note: Letter grades are based on percentages and do NOT get rounded up or down. There is a range of percentage points that corresponds to a particular letter grade. In blackboard, the instructor can choose to display grades as percentages or as letters. If I choose to display grades as percentages, it is so that students can see exactly how close they are to the next grade bracket. This may provide incentive to do better in order to push your grade up into a higher bracket, or to keep it from slipping down into a lower bracket. Do not mistake this as an invitation to argue for a high grade. A 79.99 is NOT a B-.

| | |
|-----------------|------------------------------|
| 90.00%+ | = A range (A- through A+) |
| 80.00%-89.99% | = B range (B- through B+) |
| 70.00%-79.99% | = C range (C- through C+) |
| 60.00%-69.99% | = D range (D- through D+) |
| 59.99% or lower | = Failure to pass the course |

BLACKBOARD: <http://blackboard.moravian.edu>

You **MUST** enroll in this class on Blackboard. **The access code is: eng230**

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)

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.

QUIZZES:

There will be brief quizzes due prior to the beginning of many classes. You will take the quiz ONLINE through BLACKBOARD. Quizzes will cover material from previous class sessions and/or assigned readings. Expect there to be one quiz for each chapter, so on a day when four chapters are due, you should anticipate taking four quizzes. Be sure to have read the assigned chapters and completed the online quizzes by class time.

JOKES:

A big part of the challenge of public speaking is overcoming 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 against poor quiz grades.

*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

Please Note: The class schedule and assignments are subject to change. If you miss a class, be sure to check to see if any changes have been made—you are responsible for keeping up with this. Even if a topic (or group of speeches) spills over from one class period to the next, reading assignments remain due on the dates listed in the syllabus unless otherwise noted by your instructor.)

- 1 Tuesday, August 30
Course overview

Introductions—Briefly introduce yourself, including: name/nickname; where you are from; year in school; area of study; a fact that not many people know about you; and a serious issue you feel strongly about (poverty, healthcare, sports doping), and why it is important to you.

- 2 Thursday, September 1
Basic Principles of Speech Communication
Reading Due: Ch 1

- 3 Tuesday, September 6
Ethics and Public Speaking
Listening to Speeches
Reading Due: Ch 2, 3

- 4 Thursday, September 8
Selecting Topics and Purposes
Reading Due: Ch 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!

Heads up! Lots of reading due next week—start early!

- 5 Tuesday, September 13
Analyzing the Audience
Gathering Materials, Using Supporting Materials
Reading Due: Ch 5, 6, 7
Group assignments

- 6 Thursday, September 15
Organizing and Outlining the Speech
Speaking in Small Groups
Reading Due: Ch 8, 9, 10, 18

CLASS SCHEDULE (cont'd)

- 7 Tuesday, September 20
Delivering the Speech
Reading Due: Ch 12

Nonfiction Reading—with visual aid!—Read two minutes of unbiased, nonfiction material (with a logical beginning, middle and end) from a newspaper or news magazine to the class in such a way that the class will be interested in what you are reading. Select a reading on the topic you will be exploring in your informative and persuasive speeches. **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.**

- 8 Thursday, September 22

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 and speak extemporaneously. **Turn in a speech outline AND your speaking notes.**

- 9 Tuesday, September 27
Using Language Effectively
Using Visual Aids
Speaking to Inform
Reading Due: Ch 11, 13, 14

- 10 Thursday, September 29

Impromptu Speeches—Pick a topic from the hat, take a moment to organize your thoughts, and then speak for two minutes!

- 11 Tuesday, October 4

Impromptu Speeches continue

- 12 Thursday, October 6
Library Resources/Speaking Notes Review

Informative Speech prep work due. Turn in: a one-page paper explaining your strategy to inform; and an outline for your speech.

- NO CLASS Tuesday, October 11 (FALL BREAK)
Enjoy the long weekend!

CLASS SCHEDULE (cont'd)

13 Thursday, October 13

Informative Speeches: An extemporaneous speech of five to six minutes informing the audience about some object, process, concept, or event that relates to the serious issue you mentioned in your introduction speech. This should be something you feel strongly about, but you CANNOT present the information in a biased manner. Although in this speech you are NOT trying to convince anyone of anything, the information you provide in this speech should lay the groundwork for your persuasive speech. Research is required, and you must **cite your sources**. **Use of a visual aid is required. Turn in speaking notes.**

14 Tuesday, October 18

Informative Speeches continue

15 Thursday, October 20

Informative Speeches continue

16 Tuesday, October 25

Introduction to Persuasive speaking
Reading Due: Ch 15

17 Thursday, October 27

Methods of Persuasion
Reading Due: Ch 16

18 Tuesday, November 1

Extemporaneous Speaking Review

Persuasive Speech prep work due. Turn in: a one-page paper explaining your strategy to persuade; and an outline for your speech.

19 Thursday, November 3

Persuasive Speeches: An extemporaneous speech of seven to eight minutes designed to persuade the audience for or against some question of policy related to the serious issue on which you gave your informative speech. This should be something you feel strongly about, but be careful not to alienate portions of the audience that may feel differently. Win them over. If it is appropriate for your topic, seek immediate action from the audience. If not, you may seek passive agreement. Be sure to deal with all three basic issues of a policy speech—need, plan, and practicality. Skillfully use the methods of persuasion you have read about. Use language effectively. Support your argument with evidence, and reason. Considerable **research** is required, and you must **cite your sources**. **Use of a visual aid is not required**, but may assist you in your goals. **Turn in speaking notes.**

CLASS SCHEDULE (cont'd)

20 Tuesday, November 8

Persuasive Speeches continue

21 Thursday, November 10

Persuasive Speeches continue

22 Tuesday, November 15

Persuasive Speeches continue

23 Thursday, November 17

Speaking on Special Occasions

Reading Due: Ch 17

24 Tuesday, November 22

Using Humor

NO CLASS Thursday, November 24 (THANKSGIVING BREAK)

Happy Thanksgiving!

25 Tuesday, November 29

Special Occasion Speeches: An extemporaneous speech of five to six minutes taking place at a made-up time and place of your choosing. You might imagine yourself speaking at a graduation, a family dinner, a wedding, an anniversary party, or a funeral. Some ideas: Pay tribute to a special person in your life, or someone famous; Commemorate an important event in history; Toast or roast a friend; Eulogize someone who has recently passed away. **Your speech must include both humorous and poignant moments. Focus on your use of language. Reach high!** No visual aid is required—only use one if your made-up situation would allow for it. **Turn in speaking notes.**

26 Thursday, December 1

Special Occasion Speeches continue

27 Tuesday, December 6

Special Occasion Speeches continue