



Course Syllabus

Course #: 2010 Course Name: Effective Speaking

Division: Arts and Sciences

Class Days:	Class Time:
Location: Classroom:	Laboratory:
Credit Hours: 3	Contact Hours: 3
	Lab Hours:
	Lecture Hours:

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Course Description:

The course is designed to give practice in the basic principles of effective speaking and other forms of oral communication. Experience is gained in the composition and presentation of informative and persuasive speeches, with emphasis on media accompaniment. The course will concern itself with the fundamentals of the communication process and how these fundamentals relate to effective speaking. Group discussion and interpersonal communication are also covered.

Purpose and Scope:

This course will be primarily concerned with developing the techniques of effective public speaking and practicing these techniques by presenting informative and persuasive types of speeches. Speaker credibility, self-confidence and relaxation, as well as audience interest, will be examined.

Prerequisite(s) English 1050

Corequisite(s): N/A

Entry Level Skills and Knowledge:

Required Texts, Supplies and Equipment:

Speak with Confidence: A Practical Guide – Ninth Edition – by Albert J. Vasile

4 “ x 6 “ notecards

CD, Zip Drive, or Thumb Drive for Power Point Presentations

Grading:

Participation and completion of all course requirements are the necessary elements of this course.

The grading scale is as follows:

90 to 100 % A

80 to 89 %	B
70 to 79 %	C
60 to 69 %	D
59 % and below	F

See “Course Requirements” for Grade Determination

Learning Outcomes:

General Education

Develop effective oral and written communication skills.

Work effectively in a team setting using problem solving, communication, and leadership skills.

Demonstrate an understanding of cultural differences and the knowledge of how to work effectively in a diverse cultural environment.

Demonstrate an understanding of the importance of social responsibility.

Technical Education

Upon completion of this course, the student will be able to:

1. Define the communication process
2. Explain the differences between oral and written communication
3. Identify types of speeches (i.e., informative, persuasive)
4. Explain the differences between types of speeches (i.e., informative, persuasive)
5. Organize an informative speech
6. Give an informative speech
7. Use media accompaniment for effective technical presentations
8. Research material for speeches
9. Keep within timing limitations
10. Define reasons for giving speeches
11. List good listening techniques
12. Organize a persuasive speech
13. Give a persuasive speech
14. Present material in a logical order
15. Analyze an audience
16. Effectively critique and discuss other speeches
17. Explain differences between group speaking and individual speaking

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college’s overall student academic assessment effort.

Assessment Project and Measurement in course (if any):

Plan of Work:

Session	Date	Activities
Week 1		Introduction to Course/Syllabus Chapter 1 – “I Just Can’t Wait to start this Course”
Week 2		Introductory Informative Speech Chapters 2 and 10 Informative Speech
Week 3		Visual Aid Introduction Chapters 12 and 5 Quiz
Week 4		Visual Aid/Demonstration Speeches Chapters 4 and 8 Visual Aid Speeches (cont’d)
Week 5		Cultural Diversity Speech Introduction/Research Techniques and Procedures Chapters 9 and 11 Impromptu Speeches
Week 6		Outlining Group Presentation Material Chapter 14
Week 7		Informative Speeches with Formal Outline
Week 8		Written Mid Term Receiver Hostility Speak and Audience-Related Problems Cultural Diversity Speeches
Week 9		Technical Presentations with Power Point
Week 10		Group Presentations Special Occasion Speeches Chapter 13
Week 11		Persuasive Speech Introduction Chapter 11 Research
Week 12		Library Visit/Research

	Impromptu Speeches
Week 13	Persuasive Speeches with Formal Outlines
Week 14	Quiz Final Speech Preparation
Week 15	Review Oral Final Examinations with Media Accompaniment
Week 16	Oral Finals Conclude Written Final Examinations

** Class schedule may be changed.

Course Requirements:

Each speech and/or assignment will be assessed a point value, with the final speech being worth twice the value of any other speech. The grade will be determined by the total number of points accumulated during the quarter. Oral presentations (including technical presentations) constitute approximately 60% of the final grade, while human relations skills, outlines, four Power Point Presentations (two of choice), participation, and other written work (Including quizzes and tests) determine the rest.

Assigned work must be presented on the date due. There will be no make-ups after a round of speeches has been presented. If a speech cannot be given on the assigned date, advance notice must be given to the instructor. Unannounced quizzes may also be given. All materials must be neatly printed; otherwise, the assignment will not be accepted. Impromptu speeches will be scheduled whenever time permits.

Policies

Academic Integrity Cheating or plagiarism may be cause for an individual to be dismissed from the class and/or institution. See the *Student Handbook* for additional information regarding college policy.

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).

General/Miscellaneous

This syllabus is for student and instructional planning. It is subject to change at the discretion of the instructor. It will be followed to the extent possible but is to serve only as a guideline.