

Public Speaking_sample syllabus

Required Text: *Speech Communication Made Simple 3rd edition*

Required materials: Paper and a writing utensil for taking notes

Course Aims:
The aim of this course is to further develop and solidify a student’s individual public speaking skills in preparation for transition to university level coursework. Students gain skills for delivering formal individual presentations using both extemporaneous and manuscript-style speaking. Students learn how to analyze their own interests and their audience, conduct research, and collect data, organize ideas according to a rhetorical goal, prepare presentation aids, and provide documentation of the process. In terms of delivery, attention is given to body language and facial expression, vocal expression and control, and overcoming nervousness. Students are given considerable autonomy in being able to select topics and express opinions.

Learning Objectives:

√ Speak coherently for 1-1 ½ minutes on impromptu topics with limited preparation
√ Prepare for extemporaneous-style individual presentations by employing brainstorming methods, target audience analysis, data gathering via personal interviews, selection of visual format for reporting and highlighting data, appropriate organization, and research. Students will also generate electronic visual aids, transitional and analytical language, a clear and organized outline, works cited, and a single speaker card.
√ Present extemporaneous-style individual presentations using conversational speed and tone, grammatical accuracy, accurate vocabulary and transitional language, appropriate non-verbal gestures and eye-contact, clear pronunciation/vocal quality, and nervousness reduction techniques. Students will also use color visual aid, a single speaker card, a rhetorical style that meets the time and content requirements of each assignment
√ Present a manuscript-style speech about a “Personal Experience” including preparation of a script, use of vivid language and a high level of grammatical accuracy
√ Demonstrate knowledge of content and delivery aspects of public speaking by participating in oral/written feedback of one’s self and setting goals for future speeches. Students will also learn to give constructive feedback about a peer’s performance.
√ Identify individual pronunciation difficulties and demonstrate improvement through independent work
√ Identify individual grammatical difficulties and demonstrate improvement through independent work
√ Utilize appropriate vocabulary necessary for transitioning ideas, explaining charts and graphs, analyzing data, citing statistics, discussing research (esp. verbs), discussing trends, and expressing judgment and opinion. This includes avoidance of biased or offensive language.

Grading & Assignments:

25% Informative Speech – including interview documentation, paperwork, and feedback
25% Persuasive Speech – including research documentation, paperwork, and feedback
20% Peak Experience Speech – including script and feedback
15% Impromptu Speeches – in-class participation and feedback
10% Homework exercises – independent grammar and pronunciation work
5% Attendance and participation
**A student cannot pass without getting a passing grade (70% or better) on 2 of 3 major speeches (informative, persuasive and personal experience). Students should perform the learning outcomes with a minimum of 70% degree of fluency and accuracy.

**Participation & Attendance:**

- Attendance is crucial since many activities will be completed in class. In class you need to participate actively in class activities and be respectful of your other classmates. If you do not participate actively and respectfully in class, your final grade may be lowered.

- You will be expected to work with different groups for different activities. Don’t be afraid to contribute your thoughts, opinions and expertise. Remember, participation will be part of your grade.

- If you are late, I make a note in my attendance records. If you are frequently late to class or late from break, it will affect your grade. If you are late and a student is presenting, be courteous and wait until they are finished to join the class.

- If you have more than 3 absences, your final grade will be lowered. If you miss too many classes, you may not pass the class.

- You are responsible for collecting any information you miss if you are absent, including notes and assignments. These are available on the course website.

- DO NOT miss your presentation day. Once a student is signed up for his/her speaking time, the instructor will not make changes to the schedule. If a student can’t deliver his/her speech at the designated time, s/he will need to make arrangements with another student to take the time-slot. Missed speeches cannot be made up, so plan accordingly.

- Check to see that your technology works before your presentation day. Technological problems are not an excuse for failure to deliver your speech. You will lose points for required elements that are not presented during your presentation.

- You must complete every major assignment (the Informative, Persuasive and ‘Peak Experience’ Speeches) in order to pass the course.

- To help you keep up with the class if you are absent, write down the contact information of at least two classmates.

  Name______________________________________  Contact info________________________

  Name______________________________________  Contact info________________________