

Intro to Public Speaking

Course Code: COM1071

Course Description

Through applying communication theory and techniques to a variety of different presentation contexts, this course provides an introduction to public speaking. Students will be trained in selecting and organizing ideas; adapting a message to a particular audience; supporting ideas clearly, vividly, and logically; and delivering an effective message with confidence and enthusiasm. Students will be required to research and present at least 3 prepared in-class speeches. The basic premise of this course is that public speaking is a skill that can be mastered by anyone with motivation and determination.

Credits: 3

Course Requirements

There are no pre-requisites for this course.

Course Objectives and Goals

1. To increase your confidence in your public speaking ability.
2. To learn principles of effective public speaking.
3. To reinforce existing speaking skills and identify areas for improvement.
4. To demonstrate effective aspects of speech preparation.
5. To demonstrate effective aspects of speech delivery.
6. To appropriately apply public speaking skills to a variety of speech contexts.

Required Text and Course Materials

- Textbook: *Public Speaking: Practice and Ethics*. This book is available online and is free. You can either use the online version or download a PDF to save on your computer or print. I will include links to the individual chapters in your reading assignments throughout the course.
- A planner, note paper, highlighters, etc., these can be physical or digital.
- Smart phone AND/OR a reliable computer, internet connection, headphones.

Technical Requirements and Skills

There are minimum technical recommendations for participating in online classes at Landmark College:

Technical Requirements

A productivity suite such as Microsoft Office, Microsoft Office 365, Google Workspace (formerly G-Suite), or Open Office is recommended and may be required for some Landmark College Online courses. Students also need the ability to access Landmark College's online course content through a web browser running on a desktop or laptop computer with a webcam. An audio headset is recommended, but not required. All popular browsers are supported, but Landmark College recommends Chrome or Firefox.

Landmark College Online Dual Enrollment courses are optimally experienced through a full-featured web browser running on a desktop or laptop computer running Microsoft Windows or Apple Mac OS. Mobile phones and tablets may not be adequate or appropriate for completing certain aspects of your course work. However, when your laptop or desktop equipment is not available you can still access your courses through a mobile web browser such as Chrome or Safari. This allows you to keep up with your assignments, calendar, to-do list, and Inbox even when traveling. (The mobile app called "Canvas Student" is not compatible with our courses and should be avoided.)

If students access courses from school networks that use content filtering systems, which block access to public sites such as YouTube and Vimeo, students may have issues completing their assignments.

Skills for Success

To succeed in an online class, you should have the ability to:

- Navigate the WWW, including downloading and reading files from web sites;
- Download and install software or plug-ins such as Adobe Reader or Flash;
- Use the Learning Management System (Canvas) and be able to upload videos, files, and other materials as necessary. More about Canvas can be found in the Canvas Overview course located on your dashboard;
- Save files in commonly used word processing formats (.doc, .docx, .rtf);
- Copy and paste text and other items on a computer;
- Save and retrieve documents and files on your computer; and
- Locate information on the internet using search engines.

Course Topics

Unit 1: Orientation (Week 1)

Unit 2: Introduction to Public Speaking (Weeks 2 and 3)

Unit 3: Speech Preparation (Weeks 4 and 5)

Unit 4: Body of Speech (Weeks 6 and 7)

Unit 5: Speech Research and Support (Weeks 8 and 9)

Unit 6: Developing the Speech (Weeks 10 and 11)

Unit 7: Persuasion (Weeks 12 and 13)

Unit 8: Speech Delivery (Week 14)

Grading

PRESENTATION ASSIGNMENTS:

Presentations make up to 60% of your grade in this course. You will be asked to create and deliver four speeches in this course. Each speech you deliver will have multiple parts that are required assignments building to each speech. As this is a public speaking course, speeches are a priority in this class.

PARTICIPATION:

Students participation grade makes up 20% of your grade. Participation is an opportunity to engage in the course in a mature in a productive manner. There are two elements to your participation:

First, is your regular academic interaction in discussion boards following netiquette policy and assignment guidelines. **The Primary post** in your discussion board response is your initial response to the question. Usually the Primary Post has your answer to a specific question and includes pictures and hyperlinks.

The Secondary Post refers to reviewing your peers' responses and providing feedback to what others have shared. Secondary posts often turn into conversation strings in the activity. Students must do both a Primary Post and a Secondary Post. Please be mindful of the class Netiquette Policy when posting in the discussions. Secondary Posts should comment in depth on your peers' work. Write specifically what you like about the post, how it's different from your own, your reactions, etc. To receive full credit, you must do both a Primary Post and a Secondary Post.

Second, is your interaction with the instructor. This includes required scheduled meetings and reaching out to the instructor with any questions via email, message, phone call or text.

ONLINE ASSIGNMENTS:

They are valued at 20% of the course. Online work will include posting YouTube Journal assignments, a running vocabulary assignments and additional supplemental assignments that help organize and build speeches.

Letter Grades

Letter Grades will be assigned as follows:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

Homework Policy

No extensions are given on presentations. Can the audience return later if the presenter needs more time to prepare? Time is a central element in delivering presentations and an effective communicator is ready when the audience is ready. Due to the nature of this course there are no extensions with regards to presentations. If you miss your scheduled presentation this time cannot be made up. Please don't expect an extension.

All work completed should be submitted through the course website prior to the class.

All other assignments are not accepted after 4 days and a letter grade per day will be deducted for lateness. After four days a grade no higher than a 69% will be assigned for submitted work and will be entered into the grade book as a zero.

Through effective communication, students have the right to negotiate changes in deadlines for reasons of better quality end products and opportunity for personal success. However, communication directed toward the instructor before the due date. Use the One-on-One Support Forum (Links to an external site.) to tell me: What's assignment, what's going on and when YOU will submit the assignment. YOU MUST give yourself your own deadline. For this effective communication you will not be penalized.

Students should expect to receive personalized and detailed feedback on all presentations throughout the semester. Significant feedback occurs during class after each presentation and we will all learn from each other. The class will learn and practice the skill of giving critique to peers. Using virtual office hours is a great way to get direct feedback on your grades and your overall performance in this course and this is part of your participation grade. So be prepared to openly discuss your performance in the course and get feedback on how to grow as a speaker.

Accommodations Policy

"Given the unique mission of Landmark College, many academic accommodations that might be customary or required at traditional institutions would not be appropriate at Landmark, because they would alter the College's academic program."

If you need individual accommodations to meet course objectives, please make an appointment with your professor to discuss your needs within the two weeks of the semester.

To view the full accommodations policy for Landmark College please visit:

<https://www.landmark.edu/student-life/our-community/request-for-accommodations>.

Learning Outcomes

General Education Goal	Course Learning Outcomes (based on GE Learning Outcomes)
<p>Metacognition and Life Long Learning (Goal 1)</p> <p>Sustain an ongoing process of self-reflection, self-awareness and self-advocacy that leads to both self-understanding and the successful management of the skills and strategies of a life-long learner.</p> <p>Information Literacy (Goal 3)</p> <p>Recognize when information is needed and have the ability to access, evaluate, and use it effectively and ethically.</p>	<p>To increase your confidence in your public speaking ability.</p>
<p>Critical Thinking (Goal 2)</p> <p>Think critically, reason soundly, and develop and apply problem solving strategies across the academic disciplines.</p> <p>Information Literacy (Goal 3)</p>	<p>To learn principles of effective public speaking.</p>
<p>Metacognition and Life Long Learning (Goal 1)</p> <p>Communication (Goal 5)</p> <p>Communicate with clarity, coherence and persuasiveness through written, oral and other modes of expression.</p>	<p>To reinforce existing speaking skills and identify areas for improvement.</p>
<p>Critical Thinking (Goal 2)</p> <p>Critical Reading (Goal 7)</p> <p>Read critically in order to gain disciplinary knowledge and to explore important questions and ideas.</p>	<p>To demonstrate effective aspects of speech preparation.</p>
<p>Communication (Goal 5)</p>	<p>To demonstrate effective aspects of speech delivery.</p>
<p>Information Literacy (Goal 3)</p>	<p>To appropriately apply public speaking skills to a variety of speech contexts.</p>