

**COMM2400 - Public Speaking, Fall 2014**  
**2 credit hours**  
**Section 005, T/R 11-11:50**  
**Section 011, T/R 1-1:50**  
**Room J157**

**Instructor Information:**

**Name:** Dr. Laura Beth Daws **Email:** ldaws@spsu.edu (**the best way to reach me!**)

**Website:** educate.spsu.edu/ldaws **Twitter:** @lbdaws **Office phone:** 678-915-7208

**Cell (voice/text & preferred phone number):** 678-250-DAWS (3297).

*NOTE: this is a Google Voice number that I will respond to regularly on weekdays from 8 am-5 pm. Voicemails and texts received before/after that will be handled on the next business day.*

**Office Hours:** J318. M/W, 11:45-12; T/R, 10-11, until October 15. After that date, all office hours are by appointment.

*Please come by anytime my door is open if you have questions, concerns or just to say "hi!" If you need advising or have a more serious issue for which you need my undivided attention, though, please schedule an appointment with me. That way, you get priority in my schedule!*

**Textbook:** SPSU COMM2400 Public Speaking Book. ISBN: 978-1-59871-689-4 (Available in the SPSU bookstore.)

**Course Description as stated in the SPSU Catalog:** Students will learn the skills and strategies needed to prepare and deliver ceremonial, informative, persuasive speeches. Special consideration is given to adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; how to conduct responsible research on appropriate topics; and how to argue, develop, and polish effective presentation skills.

**Learning Outcomes**

- be able to properly organize/outline a speech or presentation
- be able to develop an argument and use a variety of support materials in speeches
- be able to properly prepare and use visual aids that incorporate varying levels of technology
- be able to prepare and present a speech that has an introduction, body, and conclusion that will hold interest, be easy to follow, and be factually accurate based on appropriate research, and
- be able to adequately analyze an audience and adjust speeches for given audiences.

**Course Objectives/Rationale**

During the course, you will be asked to stand before a group and deliver information, argue a position, speak with a group, or various other public presentations. It is important that you

command the audience's attention and present yourself as a competent and credible speaker. In this course, you will be asked to present four speeches. The goal is for you to gain more confidence in communicating in public contexts. In addition, the following learning objectives will be met:

- Construct (research, outline, and organize) public speeches for delivery to audiences.
- Deliver ceremonial, informative, and persuasive speeches.
- Develop analytic and critical listening skills.
- Successfully manage apprehension about communicating in public contexts.

**Supplies Needed:**

- Daily note taking device (paper & pen preferred)
- Business casual clothing
- Notecards
- Access to SPSU email
- Access to D2L
- Access to and ability to upload videos to YouTube
- Access to a video camera (shared access is fine)

**Speech Delivery:**

This semester, you will be required to video your speeches and upload them to YouTube for me to grade them. Your speeches should be delivered in front of the classroom on your assigned speech date. You are responsible for bringing in a video camera or securing the temporary use of a classmate's camera. You have until the beginning of class on the day following your assigned speech to upload your speech to YouTube and paste a link to your speech in the D2L Dropbox so I can watch and grade it. You will receive written feedback on your speech in the Dropbox after I've graded it. Speeches uploaded after 11 am (Section 5) or 1 pm (Section 11) on the following day will receive a late grade.

**Attendance Policy:**

Attendance is expected each class period. If you must miss class due to an excused absence (illness with doctor's note, death in the immediate family, car accident with police report, etc.), you may turn in your work late with no penalty. To reward you for your attendance, you may earn up to 5 participation points each class period. Under no circumstances, excused or unexcused, may you make up the in-class participation points. To account for times when you have to miss unexpectedly, I will drop your lowest participation grade at the end of the semester.

I start class on time every day. If you arrive to class late or leave early more than 3 times, each subsequent tardy or early leave from class will result in a 5 point deduction from your participation grade.

**Attendance Policy on Speech Days:**

Punctual attendance is required on speech days. **Under no circumstances are you to enter the room while a classmate is speaking.** If you arrive late on a speech day, please wait outside the room until you hear applause. Then you may enter.

**Submission of Written Work:**

You will submit all written assignments electronically on Desire2Learn. Outlines are to be submitted in the D2L Dropbox. In order to earn full credit for the assignment, your assignment must be in the Dropbox by the beginning of class on the day it is due. The Dropbox will close and you will not be allowed to submit the work, except in cases of an excused absence.

Copies of your work may be kept on file and used for assessment purposes by the SPSU Department of English, Technical Communication & Media Arts. All identifying information will be removed from your work if it is needed for future purposes.

**Late Work and Makeup Speeches:**

Don't say I didn't warn you: I'm a stickler for turning things in on time. **I do not accept late work** except in the case of a documented excused absence (illness, death in the family, car accident with accident report, etc.). If you have an excused absence, I will accept your work by the beginning of **the next class period.**

Written assignments are due to the D2L Dropbox, unless otherwise specified, at the beginning of class. If class starts at 2 pm, your assignment is due at 2 pm. I do not accept assignments turned in after the beginning of class except in the case of excused absences.

Due to the difficulty of scheduling and limited class time available, **no makeup speeches will be allowed without an excused absence.** If you fail to give your speech on your assigned day, your speech grade will be subject to a 30% penalty and you will be required to make up the speech outside of class within one week of your assigned speech date.

**Dress Code for Speeches:**

One of the learning objectives for this class is an awareness of how your choice of clothing impacts your credibility as a speaker and your relationship with the audience. You can essentially wear whatever you want for your speech. However, **what you wear impacts your grade.** At a minimum, I expect you to wear **business casual clothing on your assigned speech day.** This means dress slacks, a collared shirt, dress socks and shoes for men, and a professional dress or blouse with slacks or a skirt, and dress shoes for women. Both men and women can wear minimal, non-distracting jewelry. Avoid denim, t-shirts with graphics, hats, flip-flops, pajamas, and athletic wear - anything "less" than business casual will cause point deductions on your final speech grade.

**SPSU Honor Code:**

As a member of the Southern Polytechnic State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and

the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire SPSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Southern Polytechnic State University community, I will not participate in any form of academic misconduct. I also understand that it is my responsibility to hold others to these same standards by addressing actions that deviate from the University-wide commitment to working, living, and learning in an environment conducive to a quality education. Thus, I affirm and adopt this honor code of Southern Polytechnic State University.

**ADA Procedures:** Southern Polytechnic State University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students in need of accommodations due to a disability should contact the ATTIC (Student Center 1<sup>st</sup> floor, extension 7361) for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester. More information is available at <http://www.spsu.edu/attic/index.htm>.

**In Case Of Emergency, Weather Crises, Impending Apocalypse, Zombie Attacks, etc.**

If you haven't done so already, please sign up for Hornet Alert by going to [www.spsu.edu/hornetalert](http://www.spsu.edu/hornetalert). This is SPSU's way of communicating with you in the event of a crisis/emergency that impacts campus (such as class cancellations due to weather). If I have to miss class unexpectedly (it RARELY happens), I will alert you via Desire2Learn – so it's not a bad idea to check in there before class starts every day for announcements/updates.

**Classroom Policies:**

- Part of my job is to help you learn how to communicate in a variety of contexts. You should treat every written communication to me as a chance to practice professional written communication skills, and I expect you to adhere to standard conventions of grammar, spelling and language when writing to me. **I will ask you to correct grammar, spelling and punctuation in your emails just like I would correct them in a written assignment.** This is a class in communication, after all, and I'd hate to know you left my class thinking it was acceptable to contact potential employers, bosses, or other professionals with sloppy emails!
- Our classroom is a professional environment. As such, you are expected to act as professional adults during class.
- Texting during class is rude and distracting; if you must communicate via cell phone during class hours, please walk out of the room to do so. Do not be surprised if I ask you to leave class after you've been caught texting in my class on more than one occasion.
- If you would like to use a laptop or tablet to take notes in this course, that's fine – as long as you don't browse the Internet during class time or use the technological device to distract others. I reserve the right to ask you to cease use of electronic note taking devices if they become distracting to yourself or others.

- Class discussions should facilitate an open exchange of ideas. Debates should be healthy, and each individual should be respectful of others' opinions. Hate speech, or racist, sexist, ageist, or homophobic comments are not allowed.
- Unless I specify otherwise in class, hand-written assignments will not be accepted.
- I am happy to talk with you about any grade you earn in this course. However, please wait 24 hours before approaching me with questions about grades on speeches.
- **Plagiarism can result in failure of the course.** In this class, you are rewarded for correctly citing information, and severely punished for failing to credit where your ideas came from. If you are ever uncertain, ask me ahead of time.

### Short Description of Assignments

*Detailed grading rubrics will be provided before assignments are due.*

### Grades:

Grades will be posted to the gradebook in Desire2Learn for you to access and review at any time. However, I recommend that you keep a record of your grades here as well.

<b>Written Work: 395 points</b>	<b>MY GRADE</b>	<b>MAX VALUE</b>
Reading Quizzes (10 at 10 points each)	_____	100 points
Quiz 1: _____ Quiz 2: _____ Quiz 3: _____ Quiz 4: _____ Quiz 5: _____		
Quiz 6: _____ Quiz 7: _____ Quiz 8: _____ Quiz 9: _____ Quiz 10: _____		
Informative Speech Outline	_____	50 points
Persuasive Outline	_____	50 points
Group Outline	_____	50 points
Speech Topic Submission (3 x 5) 1. _____ 2. _____ 3. _____		15 points
Final Exam	_____	100 points
Peer Speech Evaluation (3 X 10) 1. _____ 2. _____ 3. _____		30 points
<b>Performance Work: 370 points</b>		
Participation (15 at 5 points each)	_____	75 points
Introduction Speech	_____	20 points
Informative Speech	_____	75 points
Persuasive Speech	_____	100 points
Group Speech	_____	100 points
<b>Total:</b>		<b>_____ /765</b>

### Grade Scale:

**688.5-765=A. 611.5-688.4 = B. 535.5-611.4=C. 458.5-535.4=D. F=458.4 and below.**

**Participation:** Each day in class, we will do an activity to extend and apply your knowledge of the day's topic. There will be 16 participation grades awarded over the semester, and they are worth 5 points each. Given the unique nature of the participation activities (they may include speeches, in-class group work or individual writing prompts), under no circumstances may

participation grades be made up, regardless of the reason for your absence. To accommodate for a time when you may not have been able to attend class due to an unexpected reason, I will drop your lowest participation grade.

**Quizzes:** To make sure you are keeping up with our required textbook reading, you will complete 10 quizzes over the course of the semester. You will complete the quizzes in Desire2Learn. Quizzes are **due 1 hour before the beginning** of class.

**Final Exam:** The cumulative final exam will allow you to demonstrate your knowledge of all textbook readings, class lectures and discussions.

**Peer Speech Evaluation:** To fulfill the learning objective of developing critical listening skills, you will be required to complete three peer speech evaluations throughout the course of the semester. These evaluations will be constructively critical and written in an effort to help your classmates become better speakers, as well as to help you become a more critical speech listener.

**Speech Topic Submission:** To help you prepare for your formal, full-sentence speech outlines, you will be required to post your speech topic in the forum on Desire2Learn. You should include in each posting the following information: your topic, your thesis, your expected three main points, and your credibility. There are three rules along with topic submission: (1) You cannot change your topic once you've submitted it, and (2) No topic = no speech, and (3) You may not choose a topic that has already been selected by another person in class.

**Outlines:** One of the best ways to build your public speaking skills is to prepare in advance as much as possible. So, you are required to write and submit a full-sentence speech outline before your major, formal speeches. These outlines should follow formatting guidelines that will be made available on D2L.

**Introduction Speech:** Your first speech will be a short, 1-minute speech designed to tell the class about one of your "favorites." You are not required to turn in an outline, have a visual aid or cite any sources in this speech. The specific guidelines are available on D2L.

**Informative Speech:** In this 3-4 minute speech, you will inform us about a topic of your choosing. You are required to cite at least two outside sources for this speech, use a visual aid and turn in an outline. The specific details of the assignment are available on D2L.

**Persuasive Speech:** For your 4-5 minute persuasive speech, you are expected to persuade the class to change an aspect of their behavior, thoughts, or opinions. You are required to use a visual aid for this speech and cite three outside sources. The specific details of the assignment are available on D2L.

**Group Speech: Show Me the Money:** For this speech, you will be divided into groups of 3 or 4 and expected to deliver a persuasive message as a group, using visual aids and citing sources.

An outline will be required, too. The basic premise: assume I have a small fortune of \$1,000,000 to give to one of the groups in the class. Your job, as a group, is to convince me to give it to you for some important purpose. The specific details of the assignment will be available on D2L.

### Tentative Daily Schedule

Subject to change

<b>Date</b>	<b>Discussion Topic &amp; Corresponding Reading</b>	<b>Due Before Class Period starts</b>
Aug 14	Introductions & Syllabus	
Aug 19	Understanding Public Comm, Ch. 1	<b>Quiz 1: Syllabus</b>
Aug 21	Ch. 2: Speech Anxiety/ Discuss first speech	<b>Quiz 2: Chapter 1 &amp; 2</b>
Aug 26	Ch. 3: Delivery	<b>Quiz 3: Chapter 3</b>
Aug 28	Ch. 5: Topic Selection	<b>Quiz 4: Chapter 5</b>
Sept 2	Engagement Reports Available Intro Speeches	
Sept 4	Ch. 9: Support Material	<b>Quiz 5: Chapter 9</b>
Sept 9	Library Resources Guest Speaker: Aaron Wimer	
Sept 11	Ch. 7: Outlines	<b>Quiz 6: Chapter 7</b>
Sept 16	Discuss how to use YouTube; Ch. 8: Informative Speeches: Cover assignment. Watch examples.	<b>Quiz 7: Chapter 8</b>
Sept 18	Ch. 6: Audience Analysis	<b>Quiz 8: Chapter 6 &amp; 4 Informative Topics Due in D2L</b>
Sept 23	Ch. 4: Practice	
Sept 25	Ch. 10: Presentation Aids	<b>Quiz 9: Chapter 10 Informative Outlines Due in D2L</b>
Sept 30	<b><i>(LAST DAY TO WITHDRAW, Oct 1)</i></b> Ch. 11: Persuasion, Cover Persuasive Assn't	<b>Quiz 10: Chapter 11</b>
Oct 2	Ch. 11: Persuasion	
Oct 7	Ch. 11: Persuasion	<b>Persuasive Topics Due in D2L</b>
Oct 9	Group Presentations (supplementary material not in textbook)	
Oct 14	<b><i>Informative Speech Day: Group A Evaluated by Group C</i></b>	<b>Informative Speeches; Persuasive Outlines Due</b>
Oct 16	<b><i>Informative Speech Day: Group B Evaluated by Group D</i></b>	<b>Informative Speeches</b>

Oct 21	<b><i>Informative Speech Day: Group C Evaluated by Group A</i></b>	<b>Informative Speeches</b>
Oct 23	<b><i>Informative Speech Day: Group D Evaluated by Group B</i></b>	<b>Informative Speeches</b>
Oct 28	<b><i>Persuasive Speech Day: Group A Evaluated by Group D</i></b>	<b>Persuasive Speeches Informative Speech Evaluations Due</b>
Oct 30	<b><i>Persuasive Speech Day: Group B Evaluated by Group C</i></b>	<b>Persuasive Speeches, Group Topics due on D2L Discussion</b>
Nov 4	<b><i>Persuasive Speech Day: Group C Evaluated by Group B</i></b>	<b>Persuasive Speeches</b>
Nov 6	<b><i>Persuasive Speech Day: Group D Evaluated by Group A</i></b>	<b>Persuasive Speeches</b>
Nov 11	Group Prep Day	<b>Persuasive Speech Evaluations Due</b>
Nov 13	<b><i>Group Presentations</i></b>	<b>ALL Group Outlines Due</b>
Nov 18	<b><i>Group Presentations/Course Evaluations</i></b>	
Nov 20	<b><i>Group Presentations</i></b>	
Nov 25	<b><i>Final Exam Due</i></b>	<b>Final Exam Due; Group Evaluations Due</b>
Nov 27	<b><i>Thanksgiving Holiday</i></b>	