

**COMM2400 - Public Speaking, Spring 2014**  
**2 credit hours**  
**Section 008, M/W 2-2:50 pm**  
**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, 12-1 pm. T/R, 2:15-4. Other times 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, tablet, laptop)
- Business casual clothing
- Notecards
- Access to SPSU email
- Access to D2L

**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.

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 MANDATORY on speech days. Failure to attend class for ANY REASON other than an excused absence on a speech day results in a 10 point deduction from YOUR speech grade. **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. Late arrivals and early leaves from class on speech day will result in a 5 point deduction from your speech grade.

**Submission of Written Work:**

You will submit all written assignments electronically on Desire2Learn. Outlines are to be submitted in the Dropbox. In order to earn full credit for the assignment, your assignment must be in the Dropbox by 11:59 pm 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 will accept assignments up to 11:59 pm on the day an assignment is due. Assignments turned in after class starts but before 11:59 pm will be subject to a 10% late penalty.

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!
- 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: 480 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
Topic Discussions (3 x 10) 1. _____ 2. _____ 3. _____		30 points
Midterm Exam	_____	100 points
Final Exam	_____	100 points
<b>Performance Work: 420 points</b>		
Participation (20 at 5 points each)	_____	100 points
Introduction Speech	_____	20 points
Informative Speech	_____	100 points
Persuasive Speech	_____	100 points
Group Speech	_____	100 points
<b>Total:</b>	_____	<b>/900</b>

**Grade Scale: 810-900 = A (90%). 720-809 = B (80%). 630-719 = C (70%). 540-629 = D (60%). 539 and below = F (50%).**

**Participation:** Each day in class, we will do an activity to extend and apply your knowledge of the day's topic. There will be 20 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.

**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.

**Exams:** The midterm and final exam will allow you to demonstrate your knowledge of all textbook readings, class lectures and discussions up to that point. The midterm will cover all material discussed through the midterm date, and the final exam will be cumulative.

**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.

**“Favorite” 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>
Jan 6	Introductions & Syllabus	
Jan 8	Understanding Public Comm, Ch. 1	<b>Quiz 1: Syllabus</b>
Jan 13	Ch. 2: Speech Anxiety/ Discuss first speech	<b>Quiz 2: Chapter 1 &amp; 2</b>
Jan 15	Ch. 3: Delivery	<b>Quiz 3: Chapter 3</b>
Jan 20	NO CLASS – MLK HOLIDAY	
Jan 22	<b>Speech Day</b>	<b>“Favorite” Speeches</b>
Jan 27	Engagement Reports Available Ch. 5: Topic Selection	<b>Quiz 4: Chapter 5</b>
Jan 29	Ch. 9: Support Material	<b>Quiz 5: Chapter 9</b>
Feb 3	Library Resources Guest Speaker: Aaron Wimer	<b>Informative Topics Due on D2L Discussion</b>
Feb 5	Ch. 7: Outlines	<b>Quiz 6: Chapter 7</b>

Feb 10	Ch. 8: Informative Speeches: Cover assignment. Watch examples.	<b>Quiz 7: Chapter 8</b>
Feb 12	Ch. 6: Audience Analysis	<b>Informative Outlines Due</b>
Feb 17	MIDTERM EXAM (taken in class)	<b>MIDTERM EXAM</b>
Feb 19	Ch. 4: Practice	<b>Quiz 8: Chapter 6 &amp; 4</b>
Feb 24	Ch. 10: Presentation Aids <b>(LAST DAY TO WITHDRAW)</b>	<b>Quiz 9: Chapter 10</b>
Feb 26	Language	<b>Informative Speeches</b>
Mar 3-5	<b>SPRING BREAK – NO CLASSES</b>	
Mar 10	<b>Speech Day</b>	<b>Informative Speeches</b>
Mar 12	<b>Speech Day</b>	<b>Informative Speeches</b>
Mar 17	<b>Speech Day</b>	
Mar 19	Ch. 11: Persuasion/Cover Persuasive Assn't	<b>Persuasive Topics Due on D2L Discussion</b>
Mar 24	Ch. 11: Persuasion	<b>Persuasive Outlines Due</b>
Mar 26	Ch. 11: Persuasion	<b>Quiz 10: Chapter 11</b>
Mar 31	Group Presentations (supplementary material not in textbook)	
Apr 2	<b>Speech Day</b>	<b>Persuasive Speeches; Group Topics due on D2L Discussion</b>
Apr 7	<b>Speech Day</b>	<b>Persuasive Speeches</b>
Apr 9	<b>Speech Day</b>	<b>Persuasive Speeches</b>
Apr 14	Special Occasion Speeches	
Apr 16	Course Evaluations/Final Exam review/Group Prep	<b>Group Outlines Due</b>
Apr 21	<b>Speech Preparation Day</b> (counts for participation grade – must submit verification of group productivity to earn credit)	
Apr 23	<b>Group Presentations</b>	<b>Group Presentations</b>
Apr 28	<b>Group Presentations</b>	<b>Group Presentations</b>

**\*\*Final Exam will be taken during regularly scheduled final exam period, TBA\*\***