

**PUBLIC SPEAKING
SPEECH 1315-001**

INSTRUCTOR: M'Liss S. Hindman
OFFICE: Wise Cultural Arts Building (WCA), Speech & Theatre Arts
Program, Office B
PHONES: 510-2206 (Office); 561-4338 (Home)
EMAIL: mhin@tjc.edu
OFFICE HOURS: By appointment
TEXT: Public Speaking for College and Career by Hamilton Gregory

COURSE OBJECTIVES: At the completion of this course, the student should:

1. Be able to identify the potential problems when trying to communicate.
 - a. Understand and describe the basic communication process and how it works
 - b. Describe "noise" that can interfere with communication.
2. Be able to demonstrate the composition of a speech:
 - a. Determines the purpose of the speech
 - b. Select a topic and narrow it according to the purpose and to the specific audience.
 - c. Fulfill the speech purpose by researching appropriate support material, selecting an organizational pattern that is appropriate, demonstrating language usage that is appropriate, providing transitions that assist the organizational pattern of the speech and demonstrate the successful use of an appropriate introduction and conclusion.
3. Be able to perform a speech, using delivery skills suitable to the chosen topic, purpose, and audience (including vocal variety, correct articulation, appropriate American English, nonverbal communication and the use of visual aids
4. Demonstrates listening behavior on both the literal and critical levels.

EXPECTED CLASSROOM ETIQUETTE for TJC STUDENTS:

Tyler Junior College is committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. Within this context the following etiquette is expected:

1. Attend class each time the class meets.
2. Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early.
3. Refrain from talking while the teacher is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your teacher and classmates.
4. Without prior approval from your instructor, do not use cell-phones, beepers, walkmans with headphones or any electronic device in class.
5. Be attentive and participate in class.

Public Speaking, Syllabus, Page 2

CLASS ATTENDANCE AND MAKE UP POLICY:

Attendance rules are followed in this class as established by TJC and the Speech and Theatre Arts Program. Roll will be checked at each class. Excessive absences cannot be tolerated, as work done by a student under such conditions would not be representative of the kind of work which could be done by both student and teacher under conditions of attendance.

After the equivalent of two weeks of absences, two (2) points per regular class hour (= 5 pts. per day for a summer class) will be deducted from the final grade for each successive absence. These points will accumulate retroactively to the first absence.

Examples:

MWF Classes: 7 absences = 14 point reduction

TTH or MW Classes: 5 absences = 15 point reduction

1 Class a Week: 3 absences = 18 point reduction

3 days of Summer School = 15 point reduction

(Each successive absence counts 2 more points per class hour)

Class participation is a required element in the communication and fine arts arena. Learning comes not only from individual activity, but from the group experience.

If you have a legitimate excuse for your absence, you should contact your lecturer by telephone or leave a note at the office. Make all possible efforts to contact your instructor prior to the next class. If the instructor agrees that your absence was totally unavoidable, she will give you an excused absence and it will not count toward your total absences.

IF YOU MUST BE ABSENT FROM A CLASS FOR ANY REASON, CONTACT THE LECTURER IN ADVANCE BY TELEPHONE, OR LEAVE A NOTE AT MY OFFICE. Failure to do so will result in your being counted absent regardless of your excuse. Absences for legitimate “school-excused” reasons will not be recorded if and only if the lecturer is notified in advance of the class meeting.

By the way, **TARDIES** are not encouraged in this class. If you have to be late for some legitimate reason, you should discuss this with your instructor. If tardiness is a habit for you, you may find yourself docked some Class participation points. Punctuality is a virtue – even in developing and maintaining relationships at work and in classroom situations. But please note that the instructor does prefer you coming in late for class, rather than skipping class!

FOR PERFORMANCE FINAL EXAMS: The student is **required to attend all class sessions during the final examination period.** Failure to comply results in a fifty (50) point reduction on the absentee’s final exam grade.

GRADED ASSIGNMENTS FOR THE CLASS: The following is a list of the assignments each student will be expected to complete and what they are worth toward the final grade:

Speech #1: Informative	100 points
Speech #2: Informative	100 points
Speech #3: Misc.	100 points
Persuasive Worksheet	100 points
Speech #4: Final	100 points
Class participation	100 points
Exams: 4 tests	400 points
TOTAL	1,000 points

Note: Students cannot pass the course unless they give all speeches. This is a departmental requirement.

MAKE-UP POLICY: Due to time constraints, make-ups will only be allowed if:

- a. The student takes the initiative to ask the instructor for permission to do a make-up.
- b. The instructor agrees the absence or lateness was unavoidable.
- c. Sufficient class time remains for the student to do the assignment.
- d. Ten points are deducted from the grade. (This penalty may be waived by the instructor if the excuse was deemed 'totally unavoidable.')

CLASS ASSIGNMENTS

You have many options during the semester. You **MUST** do at least one speech that utilizes **visual aids** effectively (Assignment #2) and one **persuasive** speech (Assignment #5). All other options are free to choose from.

#1: INFORMATIVE SPEECH: Your choice of either A, B, or C (2 – 4 minutes in length)

- A. Prepare and deliver a short informative speech on a topic that requires mainly narration and description or explanation or directions.
- B. Present a biographical sketch of a person, living or dead. Include relevant material about this individual to support your thesis. (You should get the instructor's approval of your selected 'person' before you proceed with this selection.)
- C. Select an old slogan or quotation and apply it to today. Embellish upon your ideas by giving explanation and/or examples. Be sure your speech remains primarily informative by nature, but you may give as much personal opinion as desired.

#2: INFORMATIVE SPEECH: Your choice of either A, B, or C. (3 – 7 minutes in length)

- A. Prepare a speech to entertain your audience. Take a situation, occasion, or topic, which is familiar to both you and your audience, and provide a new perspective, which lends humor to the topics. Prepare feedforward for important parts of your message to handle audience reactions. You may use visual aids if necessary or helpful.
- B. Prepare and deliver a short informative speech emphasizing explanation. Supplement your oral presentation with audio and/or visual aids.
- C. Prepare an informative speech on a technical subject. Select a serious subject of a concrete, technical nature and present the information to the audience. Visual aids will probably be necessary for most subjects.

- #3: MISCELLANEOUS.** Your choice of A, B, or C (3 – 8 minutes in length.)
- A. Speech to Entertain. (If you didn't do this one for Assignment #2)
 - B. Informative Speech with visual aid (different from the type done for Assignment #2)
 - C. Occasional Speeches: You may choose 3 types of special occasion speeches and prepare 3 brief speeches. Criteria for evaluation will include the spontaneity of delivery and the originality displayed. Types of Occasional speeches include Introductions of Guest Speakers, Awards, Presentations, Toasts, Welcomes, Acceptances, Announcements, etc. The fourth speech will be an Impromptu. All speeches are worth a maximum of 25 points each.
- #4: FINAL:** Persuasive (4-8 minutes)
- This is a mandatory persuasive speech containing research based on a minimum of 3 different sources. The speech may have the purpose of convincing the audience, inspiring the audience or motivating the audience to take action. (Note: The instructor should approve topics ahead of time. A persuasive worksheet will also be required with this assignment.)

EXAMS: The exams will cover material from the lectures, class discussions, and the assigned chapters from the text. A thorough review will be given in the class period before an exam. Portions of exams may be taken in groups as assigned by instructor or individually.