



COURSE SYLLABUS

COURSE TITLE:

Effective Speaking

TERM & YEAR:

Spring 2014

COURSE & SECTION NUMBER:

SP 203.OL1

TIME & PLACE:

Online (See below for the detailed schedule)

NUMBER OF CREDIT HOURS:

3-0-3

INSTRUCTOR:

Dr. Alison Witte

OFFICE LOCATION/HOURS:

Taylor Hall 205
MWF 9:00am-12:00pm
By Appointment

OFFICE PHONE:

(260) 665-4774

EMAIL:

wittea@trine.edu

COURSE DESCRIPTION:

Application of communication principles to improve extemporaneous public speaking and listening skills. Considers principles of audience analysis and rhetorical invention, worthy and effective evidence and inductive reasoning, speaker and source credibility, organization and outlining, effective speaker/audience interaction, listening for comprehension, and critical listening.

PREREQUISITES:

ENG 113 or ENG 133

This is an Internet class, utilizing a lot of streaming video and audio, and thus it is not suitable for a dial-up connection. If you do not have a DSL modem a cable modem or satellite internet, then you will have to work from a computer lab. Students who cannot access the audio and video files cannot expect to pass the course.

REQUIRED TEXT:

O'Hare, Dan, Rob Stewart, and Hannah Rubenstein. *A Speaker's Guidebook*. 5th ed. New York: Bedford/St. Martins, 2012.

REFERENCES:

None Required.

OTHER MATERIALS:

- You will also need access to a computer with
 - a webcam and microphone. These can be either built-in or USB attachments.
 - internet access
 - video and audio software (See below for specifics)
- The standard software for the course is Microsoft Office: Word, PowerPoint, and Excel. All files exchanged between students and instructors for word processing, presentation, and spreadsheet should make use of the Microsoft Office software.
- Your computer needs to be equipped with QuickTime, iTunes and/or Windows Media Player, all of which are free downloads for either a PC or a Mac.
- You will also want to equip your computer with Audacity audio recording software, which is free. There is a tutorial provided on how to download this and install the related files, as well as how to use it.
 - If you have a Mac, you can use GarageBand in place of Audacity.
- A YouTube account for uploading your two video-recorded speeches

LEARNING OUTCOMES:

Upon completion of this course, the student should be able to:

- Develop speeches in relation to the intended audience
- Research, select, and use effective supporting material for your speeches.
- Develop, organize, outline, and present effective speeches.
- Interact with the audience through gestures and body language while responding appropriately to audience feedback.
- Overcome the fear of public speaking.
- Listen carefully and critically to the speaker's message.
- Speak ethically while considering the demographics of the audience and the norms of society.

COURSE REQUIREMENTS:

Speeches (245 points)

We will do 5 speeches over the course of this class. Each speech will ask you to complete a distinct speaking task. All speeches, except for the Persuasive Speech, are due by Saturday at 11:59pm the week they are assigned. Speeches must be posted to Moodle (for audio-speeches) or Moodle and YouTube (for video-recorded speeches) by that time.

- **Introduction Speech (20 points):** In this 2-3 minute speech, you will introduce yourself to the class. Your goal is to tell us who you are in a clear and organized fashion. Topics you might address include what you are studying, activities you are involved in (sports, music, clubs or organizations), interests you have, what you do for work, where you live, or your family.
- **Demonstration Speech (50 points):** In this 4-5 minute video-recorded speech, you will explain and demonstrate how to accomplish a particular process that you already know how to do and have some expertise in. Your goal is to teach your listeners, in a step-by-step fashion, how to complete a particular process.
- **Storytelling Speech (50 points):** In this 4-5 minute speech, you will need to read and re-tell a version of an American folktale. I will provide you with 2-3 story options to choose from. Your goal is to describe and communicate the sensory aspects of the setting, and characters, as well as the plot of the story.
- **Sales Speech (50 points):** In this 3-4 minute speech, you will need to choose a favorite book or movie and convince your listeners to purchase that book or movie for themselves. Your goal is to briefly describe the book or movie and then to focus the majority of the speech on *what* makes the book or movie worth purchasing. Merits of the book or movie you might address include relevance of the topic to Trine students, quality of writing/filming, likeability of the characters, or quality of description or special effects.
- **Persuasive Speech (75 points):** In this 5-6 minute video-recorded speech, you will construct an argument designed to convince listeners of the benefits or drawbacks of online education. Part of building the argument for this speech will include doing some research for facts, statistics, etc. to support your argument. Your goal is to convince listeners what the benefits of online education are and why people should pursue online education OR what the drawbacks of online education are and why people should avoid online education.

Peer Review (125 points)

We will review each other's speeches after they are posted to Moodle or to You-Tube. You will be required to review and respond to 5 classmates' speeches by the Tuesday at 11:59pm after speeches are posted. Be sure to leave enough time to listen to 20-30 minutes of speeches each week.

You will be assessed on the quality of your responses, as well as completing the appropriate number of responses. Quality responses will discuss (1) the content of the speech (Was it interesting? Did you learn anything? Did you wish anything had been explained more?), (2) the organization of the speech (Was it easy to follow? Were the points clear and in a logical order?), and (3) the delivery of the speech (Was the speaker clear and easy to hear and understand? Did the speaker use fillers such as "uhh" or "ahh"? Did the speaker appear comfortable on the video?) You will earn 1 point for doing each response and you can earn up to 4 additional points based on the quality of your response.

4 point response: Discusses at least 3 specific points about the speech and refers to specific examples within the speech. Suggests at least 2 things the speaker might do to improve in future speeches.

Sample: Your speech was effective because of A, B, and C. I liked when you...In future speeches you could do X and Y to help you improve.

3 point response: Discusses at least 2 specific points about the speech and refers to specific examples. Suggests at least 1 thing the speakers might do to improve in future speeches.

Sample: Your speech was good because of A and B. I liked when you...I didn't like...and you

might try X instead in the future.

2 point response: Discusses at least 1 specific point about the speech and refers to a specific example.

Suggests at least 1 thing the speaker might do to improve in future speeches.

Sample: Your speech was effective because of A. I agree/disagree when you said...In the future you could try X to improve your speeches.

1 point response: Discusses the speech in general with some references that are somewhat specific to the speech, but offers no specifics. Does not suggest any ways to improve future speeches.

Sample: Your speech was good. It was interesting when you said A.

0 point response: Discusses no specific points about the speech and does not offer any feedback to help improve future speeches.

Sample: I liked your speech. or You did a good job.

Speech Analyses (50 points)

We will look at popular speeches over the course of the semester. You will need to identify the purpose and audience for the speech, the main point of the speech, and you will need to assess the effectiveness of the speech. Your assessment will focus on the content, organization, and delivery of the speech.

Weekly Quizzes (80 points)

These quizzes will be based on the reading from your textbook, the course PowerPoints, and any course videos. These quizzes are open-book and are designed to ensure you understand the course content. You will need to complete the quizzes on Moodle by Wednesday at 11:59pm.

ATTENDANCE/PARTICIPATION:

This is an online course, so we will not meet in person. However, you will need to “attend” class several times during the week to complete the assignments for this course. I will also adhere to the TVC Attendance Policy, provided below:

All students are expected to log in to their courses regularly throughout the week to receive instruction, materials, and updates from the instructor. It is your responsibility to check in and submit your assignments, complete your discussion board postings, and finish quizzes and exams by the due dates. If you do not participate in the course, you will be counted absent. Simply logging in is not enough; you must submit/complete an assignment, post to a discussion board, or other similar assignment tasks to avoid being counted absent.

Instructors are required to submit attendance the Monday following each week of class. This attendance is reported to the Financial Aid Department and may result in the loss of any financial aid refund you are expecting if you have not been participating in your courses. **In addition, you will be administratively dropped from the course if you are reported absent a total of three weeks.**

GRADING/EVALUATION:

ASSIGNMENT	POINTSs
Introduction Speech	20
Peer Review of Introduction Speech (5 speech responses x 5 points each)	25
Demonstration Speech	50
Peer Review of Demonstration Speech (5 speech responses x 5 points each)	25
Storytelling Speech	50
Peer Review of Storytelling Speech (5 speech responses x 5 points each)	25
Sales Speech	50
Peer Review of Sales Speech (5 speech responses x 5 points each)	25
Persuasive Speech	75
Peer Review of Persuasive Speech (5 speech responses x 5 points each)	25
Speech Analyses	50
Weekly Quizzes	80
TOTAL	500

FINAL GRADE	POINTS NEEDED
A	450-500
B+	435-449
B	400-434
C+	385-399
C	350-384
D+	335-349
D	300-334
F	Less than 300

OTHER POLICIES:

ACADEMIC MISCONDUCT

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

Although this is a speech course where you will not do a substantial amount of writing for assessment, you will still be doing research for your final speech and you must give credit to your sources, using the conventions established in your book and on Moodle.

EMAIL

As college students, you are expected to send professional e-mail to professors. Professional emails include the following:

- A subject
- A polite greeting (Dear Dr. Witte, Dr. Witte, Professor Witte, etc.)
- A message in complete sentences that clearly communicates what you need from me and when you need a response
- Your name at the end

I check my email regularly during business hours (7am-8pm). I will respond to your email as quickly and thoroughly as possible during these times. However, keep in mind that I teach other classes during the day besides yours, so I may not respond to you immediately. After 8pm, I'm on my own time. I may check my email, but I may not. So if you have questions or concerns after that time, feel free to email me knowing you may not hear from me until the following day. So plan your email communications accordingly.

OFFICE HOURS

I have office hours during the school day when I can be available for you to meet with me on-campus or virtually. I can be available by email, Skype or Google Plus for students who are not on-campus or cannot meet during regular classroom hours.

If you make an appointment to meet with me in-person or virtually, please be respectful of my time and that of your classmates by arriving on time and prepared for your appointment. If you must cancel, please let me know ASAP so that I don't wait for you and that I can give that time to someone else.

COURSE CALENDAR/SCHEDULE:

WEEK 1 (1/7-1/11)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
✓Review course syllabus and policies ✓Read Chapters 1, 3, 4, 5, 29		
✓Syllabus & Course Policy Quiz ✓Weekly Quiz 1 (1, 3, 4, 5, 29)	Moodle Quiz Moodle Quiz	Wednesday 1/8/2014 by 11:59pm Wednesday 1/8/2014 by 11:59pm
✓Confirm you've downloaded and installed ALL required software & hardware ✓Create a YouTube account if you don't already have one	E-mail	Saturday 1/11/2014 by 11:59pm
✓Begin Preparing Introduction Speech		
WEEK 2 (1/12-1/18)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
Read Chapters 6, 7, 18, 19 and 24		
✓Weekly Quiz 2 (Chapters 6, 7, 18, 19, 24)	Moodle Quiz	Wednesday 1/15/2014 by 11:59pm
✓Speech Analysis #1:	Moodle Assignment	Thursday 1/16/2014 by 11:59pm
✓Introduction Speech	Moodle Assignment & Moodle Discussion Board for Peer Review	Saturday 1/18/2014 by 11:59pm
WEEK 3 (1/19-1/25)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
✓Read Chapters 12 and 13		
✓Respond to 5 Introduction Speeches	Moodle Discussion Board	Tuesday 1/21/2014 by 11:59pm
✓Weekly Quiz 3 (Chapters 12, 13)	Moodle Quiz	Wednesday 1/22/2014 by 11:59pm
✓Speech Analysis #2:	Moodle Assignment	Thursday 1/23/2014 by 11:59pm
✓Work on Demonstration Speech ✓Test Webcam and YouTube account		
WEEK 4 (1/26-2/1)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
✓Read Chapter 15, 16, and 20		
✓Weekly Quiz 4 (Chapters 15, 16, 20)	Moodle Quiz	Wednesday 1/29/2014 by 11:59pm
✓Demonstration Speech	YouTube AND post link to your video in the Moodle Assignment and Moodle Discussion Board	Saturday 2/1/2014 by 11:59pm
WEEK 5 (2/2-2/8)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
✓Read Chapter 17		
✓Respond to 5 Demonstration Speeches	Moodle Discussion Board	Tuesday 2/4/2014 by 11:59pm
✓Weekly Quiz 5 (Chapter 17)	Moodle Quiz	Wednesday 2/5/2014 by 11:59pm
✓Speech Analysis #3	Moodle Assignment	Thursday 2/6/2014 by 11:59pm
✓Storytelling Speech	Moodle Assignment and Moodle Discussion Board for Peer Review	Saturday 2/8/2014 by 11:59pm
WEEK 6 (2/9-2/15)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
✓Read Chapters 25, 26, 27		
✓Respond to 5 Storytelling Speeches	Moodle Discussion Board	Tuesday 2/11/2014 by 11:59pm
✓Weekly Quiz 6 (Chapters 25, 26, 27)	Moodle Quiz	Wednesday 2/12/2014 by 11:59pm
✓Speech Analysis #4	Moodle Assignment	Thursday 2/13/2014 by 11:59pm
✓Sales Speech	Moodle Assignment and Moodle Discussion Board for Peer Review	Saturday 2/15/2014 by 11:59pm
WEEK 7 (2/16-2/22)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
✓Read: Chapters, 8, 9, 10, 11		

✓Respond to 5 Sales Speeches	Moodle Discussion Board	Tuesday 2/18/2014 by 11:59pm
✓Weekly Quiz 7 (Chapters 8, 9, 10, 11)	Moodle Quiz	Wednesday 2/19/2014 by 11:59pm
✓Speech Analysis #5	Moodle Assignment	Thursday 2/20/2014 by 11:59pm
WEEK 8 (2/23-3/1)		
ASSIGNMENT	METHOD OF SUBMISSION	DUE DATE
✓Persuasive Speech	YouTube AND post link to your video in the Moodle Assignment and Moodle Discussion Board	Wednesday 2/26/2014 by 11:59pm
✓Respond to 5 Persuasive Speeches	Moodle Discussion Board	Saturday 3/1/2014 by 11:59 pm