

SYLLABUS

PUBLIC SPEAKING 101

MUNDELEIN 408

THURSDAYS, 4:15-6:45 p.m.

Dr. Fletcher

SPEECH AND EXAM DEADLINES FOR THIS CLASS:

- ✓ **9/10: First speech: “Five Things I’ve Learned” (50 points)**
- ✓ **9/24 Second speech: Artifact (50 points)**
- ✓ **10/1: Midterm exam (100 points)**
- ✓ **10/15 Third speech: Adopt-A-Building (200 points)**
- ✓ **10/22 First Content exam (50 points)**
- ✓ **11/5 Fourth speech: TED Talk (100 points)**
- ✓ **11/12 Make Up Speech (One speech from semester may be re-done)**
- ✓ **11/19 Fifth speech: Persuasion (200 points)**
- ✓ **12/3 Second Content exam (50 points)**

There will also be six pop quizzes on the readings (worth 10 points each) and two impromptu speeches, each worth 20 points. Responses to speeches/class participation should be regular and constructive -- this is worth 100 points.

Textbook:

- **Speak Up! An Illustrated Guide to Public Speaking by Nancy Fraleigh, et al, 2nd edition.**

The textbook is available at Loyola's Bookstore, LSC.

Course description

The abilities to speak effectively in public, and to think critically, are two of the most important outcomes of a liberal arts education. They are vital skills for career success and active citizenry.

LEARNING TO BE COMFORTABLE SPEAKING IN PUBLIC

A big takeaway from this class will be learning how to be at ease in front of groups (or to appear at ease, even if you're not). Just about everyone is anxious about public speaking. Here's what a recent "New Yorker" article had to say about this:

"In 2012, two researchers at the University of Nebraska-Omaha, Karen Dwyer and Marlina Davidson, administered a survey to eight hundred and fifteen college students, asking them to select their three greatest fears from a list that included, among other things, heights, flying, financial problems, deep water, death, and "speaking before a group." Speaking before a group beat out all the others, even death."

Here's the link to this really interesting article about stage fright: (fear of public speaking is a variety of stage fright):

You will learn how to research, organize, write and make speeches. You also will learn to be an intelligent, thoughtful and critical listener.

As a speaker, you will develop an understanding of the discipline of rhetoric and the art of public speaking. You will then be asked to demonstrate your knowledge in the following ways:

- Selecting a topic or position on an issue; researching the topic and choosing the proper material to support that position.

- Organizing your ideas in a logical, cogent manner.
- Speaking clearly, using lively words.
- Using the proper presentation methods to deliver a speech to an audience.
- Practicing speaking from an outline using brief, minimally outlined speeches
- Recognizing problematic vocal and nonverbal delivery patterns in order to transform yourself as a speaker

As a listener, you will be responsible for the following:

- Critiquing speeches based on the guidelines for effective public speaking
- Expressing your opinions about a speech topic.
- Doing both of the above in a constructive, supportive manner.

Class Format:

This class meets once a week.

The first part of class each week usually will consist of lecture and discussion. If you're giving speeches, those will go first. The second part of class will be lab, during which you will do public speaking exercises and evaluations. Some classes will consist entirely of speeches.

NOTE: Quizzes are given at the beginning of class (six quizzes in all). If you're late for a quiz, you cannot make it up, since we'll have gone over the material in class. However, you can have a quiz on other material later in the semester to make up the points.

GROUND RULES:

Absences: Attendance counts. Lab cannot be made up. If you miss a class, you are responsible for getting the notes from another student. Authorized absences for

travel (e.g, travel for a club or team) must be cleared with me in advance. Documentation must be provided.

Plan carefully: If you miss a lab or a quiz, you cannot make it up (unless for pre-authorized travel or if you have a documented illness or authorized absence). If you miss a guest speaker, ten points will be deducted from your participation score.

Laptop/iPhone Use: Laptops and other digital devices cannot be used to take notes during lectures, unless you have an authorized reason for doing so. Using one without such permission will count as a late (see “Policy on lateness,” below).

NOTE: Using EITHER during someone else’s speech results in a 50-point deduction from your own speech.

Class Participation:

In class, questions and comments are welcome. Inappropriate classroom behavior (rudeness to others: being disruptive, distracting, or disrespectful) can lower your final grade by as much as 100 points, at the discretion of the professor. You cannot receive an A in this class if you never contribute.

Policy on lateness:

Come to class on time. Coming in late disrupts the class. Everyone is entitled to **one** late arrival. **However, for every time you are late after that, whether for class or lab, you will lose ten points. This can affect both your grade at midterm and your final grade. The following behaviors also count as lates and are penalized ten points:**

- ✓ Leaving during class (unless it is for a medical reason)
- ✓ Looking at your computer/cell phone, using your laptop, or doing other work during class
- ✓ Willful napping

ALSO:

- ✓ No eating is allowed in class. (unless it is for a documented medical reason)
- ✓ Make sure your cell phones are off (**not** on vibrate) before class begins.
- ✓ No laptops allowed, unless you have a documented reason for needing to use one.

Academic Dishonesty Policy:

- ✓ **Plagiarism** of any form and of any length on assignments will be reported to the Dean of Students immediately and the student will receive a grade of "F" for the course. According to Loyola University guidelines(SOC website):

“ Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. Plagiarism involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to submitting as one's own material copied from a published source, such as Internet, print, audio, video, etc.”

- ✓ **Fabrication** of a whole assignment, or any part of an assignment, will result in an “F” for this course.
- ✓ **Cheating** on an exam or quiz will result in an "F" for this course.

GRADING

You will receive a numerical grade on all work for this class. There are 1,000 points possible.

The following point totals guarantee grades:

930-1000 = A

900 -929 = A-

870-899 = B+

830-869= B

800-829 = B-

770-799= C+

730-769=C

700-729= C-

670-699= D+

630-669= D

600-629= D-

Below 600 = F

NOTE: SEE “DEADLINES,” ABOVE FOR POINTS FOR EACH ASSIGNMENT. Remember, that participation is an important component of your grade. You’re expected to respond in a constructive manner to others’ speeches and to participate regularly and meaningfully in class.

GRADING CRITERIA WORKSHEET (COURSE GRADE)

Minimum criteria to receive a passing grade:

- regular, on-time attendance
- completion of all original assignments, handed in on time and of college-level quality
- passing grade on: midterm and two content exams (more than a D)

Office Hours:

T/TH: I’m at the LSC campus on Thursdays, from 2 to 4 p.m. Most likely, I’ll be in the faculty lounge (just beyond the Mundelein café – feel free to come in to see me).

My office is in SOC 210 at WTC. Office hours are 10 to 11 and 11:30 to 1 on T/Th.

If these times don’t fit your schedule, feel free to set up an appointment by e-mailing me at cfletch@luc.edu.

Throughout the semester, feel free to email me any time with questions about your work.

Note: Changes may be made in this schedule, depending on our progress through the readings and speeches/the availability of guests.

Reading assignments are to be read by the date given. Read all chapters through “Review Questions” at end. A quiz may be given on the readings at the start of class; you should always be prepared. We will have six quizzes in all.

8/27 INTRODUCTION.

- ✓ Go through highlights of syllabus
- ✓ Explain “Adopt-A-Building” project (Note: Guidelines for this will be posted on Sakai, under Announcements, next week)
- ✓ Students identify kinds of public speaking they are facing or want to learn how to do.

9/2 Guidelines for “Five Things I’ve Learned” and Adopt-A-Building will be posted on Sakai (under “Announcements”) You are responsible for these postings.

9/3 Before class:

- ✓ Read Chapters 1 and 2.
- ✓ Read Chapter 11, pp. 323-329 (Stop at “Creating Your Working Outline”) AND CONTINUE from bottom of p. 343 “Creating Your Speaking Outline” through p.351.
- ✓ Read Chapter 13, from p. 387-396 (Stop at “Vocal Delivery Skills”).
- ✓ Read this article on overcoming fear in speaking:
http://articles.chicagotribune.com/2011-08-18/features/ct-tribu-weigel-speaking-clearly-20110818_1_vowels-confidence-body
- ✓ Read this article to help you with observation and interviewing on “Adopt-A-Building” speech: <http://www.nytimes.com/2015/07/20/nyregion/regulars-at-a-manchattan-mcdonalds-arent-there-for-the-fries.html?src=me>

In class:

- ✓ Talk about Speech One: “Five Things I’ve Learned,” due next week. Importance of stories in speeches.
- ✓ Talk about memory aids
- ✓ Improv exercise (without speech)

9/10 FIRST INFORMATIVE SPEECH (“FIVE THINGS I’VE LEARNED”) SPEECH DUE (3 minutes)

Before class:

- ✓ Prepare “Five Things I’ve Learned” Speech. You may bring a note card containing a very brief outline, but don’t write everything out. The only thing that can be written out is a **DIRECT QUOTE**. Any speech that is read, except for quotation, receives a zero. This applies to reading ANY part of the speech. You must hand in your note card after your speech.
- ✓ Read Chapter 4
- ✓ Read Chapters 9 and 10 (These chapters will be important for every speech after “Five Things I’ve Learned” speech).

In class: On speech nights, we’ll go through the speeches first. After break, we’ll do a group reflection on how to improve and discuss the readings. Tonight, we’ll discuss your next speech, on an object significant to you or your culture. (“Artifact” Speech).

9/11 For next week, jot down three examples of good/bad speaking from your professors. We’ll discuss this in class 9/17. This refers to both content and speech. Just notice what works and what doesn’t work.

9/15 Guidelines for “Artifact” speech will be posted on Sakai.

9/17 **EFFECTIVE SPEAKING WORKSHOP**

CLASS WILL START AT IES LOBBY AT 4:15. YOU’LL LISTEN TO A PRESENTATION BY ZACH WAICKMAN, MANAGER OF LU’S BIO-DIESEL LAB. THIS WILL HELP YOU IN YOUR “ADOPT-A-BUILDING” SPEECH

Before class:

- ✓ Read Chapter 13, “Using Vocal Delivery Skills,” pp. 396-to end of chapter
- ✓ Read Chapter 7, “Interviewing Sources,” pp. 228-231 (for “Adopt-A-Building” speech)
- ✓ Collect good and bad speech examples

In class: Discuss Waickman presentation, good and bad speech examples, and readings.

LAB. WORKSHOP ON SPEAKING DELIVERY

Recent LU Theatre alum Ryan Hamman will visit class to help you with vocal delivery skills.

9/23 **STUDY GUIDE FOR MIDTERM EXAM WILL BE POSTED ON SAKAI, UNDER ANNOUNCEMENTS. MIDTERM IS 10/1.**

9/24 **ARTIFACT SPEECH DUE (5 minutes)**

Before class:

- ✓ Prepare “Artifact” Speech NOTE: You must bring in an actual artifact. Failure to do so will result in a zero for the speech.
- ✓ Read Chapters 8, 12 and 14.

In class: Speeches, followed by discussion. Talk about midterm and impromptu speeches.

10/1 **MIDTERM EXAM (100 points)**

IMPROMPTU SPEECHES (20 points) will follow the exam.

10/2 Guidelines for “Adopt-A-Building” speech will be posted under “Announcements” on Sakai.

10/8 Before class:

- ✓ Chapters 3, 6 (SKIP sections on “Conducting Library Research” and “Using the Internet,” And 7 (stop at p. 228, “Interviewing Sources.”)
- ✓ Chapter 18
- ✓ http://www.nytimes.com/2015/06/21/style/toast-whisperers-ghostwriters-personal-speeches.html?_r=0

In class:

- ✓ Questions re Adopt-A-Building speeches.
- ✓ Talk about TED Talk (You as expert)

10/15 **ADOPT-A-BUILDING SPEECH (9-10 minutes)**

Note: 10/17 Guide for First Content Exam (10/30) will be posted on Sakai under Announcements.

10/20 Receive midterm grade.

10/22 **FIRST CONTENT EXAM SINCE MIDTERM (50 POINTS)**

IMPROMPTU SPEECHES (20 POINTS)

10/24 Directions for both TED Talk and Persuasion Speech will be posted on “Announcements” in Sakai

10/29 Before class:

- ✓ Chapters 5, 15, 16 and 17.
- ✓ <http://www.pressreader.com/usa/chicago-tribune/20150628/282239484278093/TextView>

10/30 Deadline to withdraw from class without getting “WF” by 5 p.m. today.

11/5 **TED TALK DUE (8 minutes)**

Before class: Read Chapter 19

11/12 **MAKE- UP SPEECHES:** YOU MAY RE-DO ONE SPEECH FROM THIS SEMESTER.
WHATEVER YOU GET ON YOUR MAKE-UP SPEECH WILL BE THE GRADE OF RECORD.

In class: Work on Persuasion speeches.

11/19 **FINAL SPEECHES/PERSUASION (10 minutes)**

NOTE: 11/21 STUDY GUIDE FOR SECOND CONTENT EXAM WILL BE POSTED UNDER
ANNOUNCEMENTS ON SAKAI

11/26 NO CLASS/THANKSGIVING

12/3 **LAST DAY OF CLASS: SECOND CONTENT EXAM (50 points)/FINISH SPEECHES**

SECOND CONTENT EXAM (ON MATERIAL SINCE FIRST CONTENTS QUIZ ON 10/29,
INCLUDING QUESTIONS ON TED TALK AN PERSUASIVE SPEECHES) FINISH PERSUASION
SPEECHES, IF NEEDED

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