

## **SYLLABUS**

### **PUBLIC SPEAKING 101**

### **MUNDELEIN 308**

**MWF 1:40-2:30**

**Dr. Fletcher**

### **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 school and career success and active citizenry.

This course is designed to provide an introduction to public speaking and critical thinking. Researchers have found that many people fear public speaking more than they fear death. This course will also help you overcome any anxiety you may have about public speaking.

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.
- Writing clearly using lively words.
- Using the proper presentation methods to deliver a speech to an audience.
- Practicing speaking using brief, minimally outlined speeches
- Recognizing your own problematic vocal and nonverbal delivery patterns in order to transform as a speaker

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

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

### **Course Materials**

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

The textbook is available at Loyola's Bookstore.

### **Class Format:**

This class meets three times a week.

The class each week usually will consist of lecture and discussion. The second class will be lab, or lecture and lab. during which you will do public speaking exercises and evaluations. Some weeks will consist entirely of speeches.

### **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, you get a zero for that lab.

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

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. These behaviors also count as lates and are penalized ten points:**

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

**ALSO POINTS WILL BE TAKEN OFF FOR THE FOLLOWING>**

- ✓ Eating in class. (unless it is for a documented medical reason)
- ✓ Using your laptop, unless you have a documented reason for needing to use one. If you use your laptop during the speeches, you lose 20 points.

NOTE: Chewing gum during a speech results in 50 points being taken off.

### **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. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism,however, 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.
- ✓ **Reading** a written speech, whether it is completely written out or is written out in the form of an outline, results in **zero points** for that speech. This speech cannot be made up.

### **GRADING**

#### **Assignments:**

- ✓ Midterm exam
- ✓ Final exam.
- ✓ Quizzes on readings may be given at the start of any class that has a reading.
- ✓ **SPEECHES:** You will have five short impromptu speeches and five longer speeches.

#### **Grading**

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

The following point totals guarantee grades:  
900—A 800—B 700—C 600—D

**Speeches = 600 pts:**

- ✓ “Things I’ve Learned” 50 points
- ✓ Artifact 100 points
- ✓ How-To 100 points
- ✓ Special Occasion` 100 points
- ✓ Persuasive 200 points
- ✓ Impromptu, 50 points; in all 10 per speech

NOTE: Each speech has a time limit. Points will be gained or lost by being within the time limit.

**Quizzes** 50 pts (10 pts each)

**Midterm Exam** 100 pts

**Final Exam** 200 pts

**Participation** 50 pts

#### GRADING CRITERIA WORKSHEET (COURSE GRADE)

**Minimum criteria to receive a passing grade (D+ for majors, D for non-majors):**

- **regular, on-time attendance**
- **completion of all speeches by the dates indicated; must be original work**
- **passing grade on final exam (more than a D)**

#### **EXTREMELY IMPORTANT:**

You have to satisfy the above criteria to pass the course. Once you have satisfied these criteria, your letter grade will be determined as follows:

**Office Hours:**

MWF: I'm available before and after class in the Mundelein Café faculty lounge.

I'm in the IC café, or just outside it, from 10:30 to 11:20 a.m. Let me know if you want to see me so I'm sure to be available.

If these times don't fit your schedule, feel free to set up an appointment by e-mailing me at [cfletch@luc.edu](mailto:cfletch@luc.edu).

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

## **CLASS SCHEDULE**

**Note:** Changes may be made in this schedule depending on our progress through the material and through the speech assignments.

- A quiz may be given at the beginning of class on any day for which readings have been assigned.
- Unless otherwise indicated, read every chapter through "Review Questions."
- Take notes whenever we have a guest in class; this will be on the midterm/final.

1/12 INTRODUCTION

1/14 Read Chapter 13, from p. 396, "Using Vocal Delivery Skills," through p. 418.

1/16 Theater major Ryan Hamman will visit class to help with your speaking delivery.

1/19 MARTIN LUTHER KING DAY/NO CLASS

1/21 Read Chapters 1 and 2

**In class:** Talk about Speech One: "Five Things I've Learned," due 2/2

1/22 Guidelines for SPEECH ONE, due 2/2, will be posted under "Announcements" on Sakai.

1/23 Read about “Impromptu Speeches, pp. 394-396. How to talk in your LU class(es). We’ll also talk about presentations/speeches you have coming up in other classes/work. Using memory aids rather than memorization or extensive notes.

1/26 SURVIVOR TIPS – FORMER PUBLIC SPEAKING STUDENT ERIN SCHWARTZ WILL VISIT CLASS TO GIVE YOU TIPS AND A SAMPLE SPEECH

1/28 Read Chapter 3. YOU CAN SKIP “Legal Speech, Ethical Speech,” pp. 73-75. Resume reading with p. 75, “Communicating Truthfully” to end of chapter.

1/30 Read Chapter 4 and Chapter 10.

**In class: Talk about SPEECH TWO, which starts 2/13**

2/2 SPEECH ONE:” 5 THINGS I’VE LEARNED” STARTS

2/3 Guidelines for SPEECH TWO, due 2/13, will be posted under “Announcements” on Sakai

2/4 SPEECH ONE CONTINUES

2/6 IMPROMPTU: TEAM INTERVIEWS

2/9 Read Chapter 6 and Chapter 9 to 271 SKIP pp.272-286. Resume reading with “Using Organizing Words and Sentences, p. 287 to end of chapter.

2/11 Read Chapters 8 12, and Chapter 14

2/12 Study guide for midterm will be posted on Sakai under “Announcements”

2/13 SPEECH TWO: ARTIFACT

2/16 SPEECH TWO: ARTIFACT

2/18 SPEECH TWO: ARTIFACT

2/20 IMROMPTU SPEECHES

2/23 MIDTERM, PART ONE

2/25 MIDTERM, PART TWO

2/26 Guidelines for SPEECH THREE due 3/18, will be posted under “Announcements” on Sakai

2/27 Lab. Talk about SPEECH THREE, which starts 3/18. IMPROMPTU SPEECHES

3/2-3/6 SPRING BREAK/NO CLASS THIS WEEK

3/9 READ:

- ✓ Chapter 7 SKIP sections on “Conducting Library Research” and “Using the Internet.”
- ✓ Chapter 15 (You’ll use this for your “how-to speech”

3/11 VISIT WITH RESEARCH LIBRARIAN IN IC 120 – Go directly there, not our classroom today.

3/13 Chapter 18 (You’ll use this for your Special Occasion Speech

3/16 IMPROMPTU SPEECHES **In class: Review “how-to,” coming up 3/18**

3/17 Guidelines for SPEECHES FOUR AND FIVE: SPECIAL OCCASION AND PERSUASIVE, will be posted under “Announcements” on Sakai.

3/18 SPEECH THREE: HOW TO

3/20 SPEECH THREE: HOW TO

3/23 SPEECH THREE: HOW TO

3/25 Read Chapter 5

**In class:** Talk about SPECIAL OCCASION SPEECH, WHICH STARTS 4/10

3/27 Read Chapter 16

**In class: Talk about Persuasive Speech (4/20)**

3/30 Reaad Chapter 17IMPROMPTU SPEECHES

4/1 Read Sample Persuasive Speech: A-6 and A-9

4/3-4/6 EASTER VACATION

4/8 SPEECH FOUR: SPECIAL OCCASION

4/9 Guidelines for studying for final exam will be posted under “Announcements” on Sakai.

4/10 SPEECH FOUR: SPECIAL OCCASION

4/13 SPEECH FOUR: SPECIAL OCCASION

4/15 Chapter 19

4/17 **Lab. Review for Persuasive Speech.**

4/20-4/24 SPEECH FIVE: PERSUASIVE SPEECHES

4/30 FINAL EXAM, 1-3 P.M. THIS ROOM