

SPE 101
Fundamentals of Speech

Instructor:	Ms. Cindy Eack	Semester:	Spring 2007
Office:	Dooley Room C	Lecture:	MWF 10:00 and 1pm
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General Course Description

This course covers the basics of communication theory and listening as well as the development of practical skills in public speaking. Emphasis is on speech composition and delivery in the areas of informative speaking, persuasive speaking and impromptu speaking situations.

Course Objectives

The student should be able to demonstrate effective communication through the following:

1. Must choose an appropriate topic.
2. Must formulate a specific purpose or speech objective.
3. Must have a clear thesis statement.
4. Must have an outline that is organized and developed.
5. Must have an appropriate introduction and conclusion.

The student should be able to demonstrate effective communication through the following delivery skills:

1. Must use an expressive voice.
2. Must have poise and expressive bodily actions.
3. Must use extemporaneous delivered

The student should be able to analyze an oral presentation using the established criteria in speech construction and delivery techniques.

COURSE CONTENT

A. Topics covered:

1. Orientation
 - a. Introduction to public speaking
 - b. Various "ice breaking" presentations
2. Fundamental Principles
 - a. Selecting topics and finding
 - b. Organizing speech material
 - c. Practicing the delivery
3. Oral Presentations (Informative, Persuasion, and Problem Solving or Group Discussion speeches are the core speeches. Other speaking opportunities will be available as time permits.)
 - a. Informative Speaking
 1. Four (4) to eight (8) minutes in length.
 2. Minimum three (3) sources.
 3. Recommended visual aid.
 4. Principles of informative speaking
 5. Using visual aids
 6. Explaining processes (Demonstration)

- b. Persuasive speaking
 - 1. Five (5) to ten (10) minutes in length
 - 2. Minimum three (3) sources
 - 3. Required visual aid
 - 4. Principles of persuasive speaking

- c. Speaking in problem-solving groups
 - 1. Discuss the principles of the group problem solving method.
 - 2. Select topics of national interest.
 - 3. Research various aspects of the selected national topic.
 - 4. Work as a group using problem solving techniques.
 - 5. Present the topic in the form of a panel discussion.
 - 6. Each speaker is responsible for a 4 to 8 minutes background speech covering their aspect of the group's topic.
 - 7. A general forum with a question/answer format will follow the individual presentations.

Grading Policy

- A. Research and oral presentations (speeches)-70 percent of the class grade
- B. Written assignments and tests-20 percent of the class grade
- C. Class participation-5 percent of the class grade
- D. Attendance-5 percent of the class grade

Each graded item in the course will be assigned a certain number of points. Your grade will be determined by adding your total points earned and dividing that by the total number of points.

Grading Scale

- A= 90-100%
- B= 80-89%
- C= 70-79%
- D= 60-69%
- F= below 59%

Attendance Policy

The following will apply to attendance in this class.

- 1. Attendance is required and taken at the beginning of class.
- 2. All absences will be recorded.
- 3. The college absence policy will be followed. After six -50 minutes' absences, the student will receive a warning. **After eight absences, the student will be withdrawn from the course.**
- 4. If the student arrives after the roll has been taken, he must check with the instructor after class to have the recorded absences removed. If you are later than 10 minutes your absence will stand.
- 5. Late arriving students must sit in the row closest to the door.

Missed Classes

The student is responsible for obtaining material, which may have been distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times.

Missed Speech Class

IMPORTANT: ATTENDANCE IS VITAL ON SCHEDULED SPEECH DAY. FOR EACH DAY YOU ARE ABSENT FROM GIVING A SPEECH 15 POINTS WILL BE DEDUCTED FROM YOUR SPEECH GRADE.

The following procedures will be used for speech assignments.

1. For each speech you will have an opportunity to sign up for the day you wish to give your speech. I will then post the list on my office door (Dooley Room C).
2. You are required to give the speech on that day.
3. If you cannot give your speech on scheduled day, for any reason, you will loss 15 points.
4. *You are required to give the speech the next scheduled speech class. Be prepared.*
5. You will only be allowed 2 class periods to make up the speech. However, your speech grade will be lowered 15 % for each day—or 30 % for two days late. After 2 class periods you are no longer eligible to give the speech. (See Note on Make Up Speech Day)

Make up Speech Day

Make up Speech Day is the last opportunity you have to give a speech. On the last full day of class- you can redo one speech. You can use this day for two reasons.

1. If your speech grade for one speech is lower than you expected. You can redo and improve your same speech and re-give it on Make Up Speech Day.
2. If you miss your speech due to absences you may also make up the speech; however, you will be penalized 15% for not giving the speech on the original due date.

NOTE: This option is available on only one speech.

Other Pertinent Information

A. Textbook: Verderber, R. (2000) The Challenges of Effective Speaking, 11th Ed., Wadsworth Thomson Learning, Belmont, CA.

B. Language and dress are a reflection of who you are. Many people form lasting impression on people based on the clothing they wear and the words and language they use. As college students, I am training you to be better communicators. Therefore, I will expect you to use appropriate language and dress appropriately. Many student use language that is inappropriate for a classroom situation and especially for a speaking course. **You are not allowed to use slang or swear words when giving a speech or impromptu. You will lose 5 points off your grade for each word you use.** During classroom discussion- I will ask you to use a more appropriate word to express yourself. If you are having a difficult time changing your language, I will assign outside work to help you overcome this habit.

C. Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify Dr. Stephanie Gaddy, Director, Office of Disability Services at ext. 212 GH Room A2. as soon as possible.

D. Tutoring Services are available. See instructor for more information.

E. Use of cell phones - Do not use cell phones in class and make sure you turn off all cell phones. The instructor is the only one who can answer a cell phone during class.

