

SPEECH FUNDAMENTALS (SECTIONS 20330, 21248)

County College of Morris
Randolph, NJ
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Instructor Contact Information:

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Course Description

This course emphasizes the fundamentals of organizing, writing, and presenting informative and persuasive material. Attention is given to each student's use of voice and speech in the communication of ideas, as well as to the development of creative abilities, critical insights, and listening skills.

Anticipated Learning Outcomes

1. Identify the verbal and nonverbal skills that comprise effective communication.
2. Demonstrate competence in speech preparation, organization, and delivery.
3. Reinforce existing skills and identify areas for personal improvement.
4. Apply communication skills to a variety of contexts.

Methods of Instruction

1. Lecture: A brief introduction to material that connects readings to class exercises.
2. Audio-Visual Presentations: Short presentations that are focused on a relevant topic and intended to provoke discussion.
3. Class Discussion: Full group discussion of topics related to specific questions, readings, media presentations, and/or exam preparation.
4. Group Discussion: Small group discussion of topics related to specific questions, readings, media presentations, and/or exam preparation.
5. Workshop Sessions: Workshops with instruction on speech preparation and execution.

Required Textbook

Beebe, S. & Beebe, S. (2009). *Public Speaking: An Audience-Centered Approach*. New York, NY: Pearson.

Additional Resources

<http://mattsmediaresearch.com>: This will serve as the official website for this class. The syllabus and other material will be made available through the “Students” hyperlink at the top of the homepage.

Course Activities

1. *Attendance*: Students are expected to attend all class meetings.
2. *Reading and Participation*: Students are expected to come to class prepared to discuss the topic described in the course schedule.
3. *Final Exam*: Students are expected to demonstrate their acquisition of knowledge throughout this course in the form of a cumulative final examination.
4. *Speech of Self-Introduction*: Students are expected to informally introduce themselves and provide background on their education, professional pursuits, hobbies, and long-term objectives.
5. *Term Topics*: Students are expected to select a topic question that will govern the subject matter of their speeches throughout the course of the semester and submit it in written form. Students will not be permitted to present speeches until they have submitted a term topic. Missed speeches earn a grade of F.
6. *Story with a Point Speech*: Students are expected to tell a story that has a persuasive agenda concerning their term topic in three to five minutes.
7. *Informative Speech*: Students are expected to gather and present a set of information needed to answer the term topic question. The Informative Speech should be eight to ten minutes.
8. *Persuasive Speech*: Students are expected to present a speech arguing one side of a controversial issue. Material from the Informative Speech along with other rhetorical devices should be used to support a claim. The Persuasive Speech should be eight to ten minutes.

Evaluation and Grading

1. *Attendance Policy*: All students are entitled to one unexcused absence from class. Beyond this single absence, 1/3 of a grade will be deducted from the final grade for each additional unexcused absence (e.g. B- reduced to C+). Excused absences are accepted only if accompanied by documentation relating to the nature of the excuse (e.g. auto repair receipt, doctor’s note, jury duty notification, etc.).
2. *Lateness*: Roll is taken at the beginning of the class as the attendance sheet is circulated. Students who are late must sign in at the end of class and be marked late. Three late arrivals are equal to one absence.
3. *Participation*: All students are expected to demonstrate informed participation in class discussion and workshop exercises. Discussion participation can include [1] initiation of discussion about an issue related to the topic scheduled for discussion for that class session [2] contribution to an ongoing discussion through informed opinion and/or presentation of evidence. Please note that there exists a distinction between an uninformed opinion and the assertion of a particular theoretical

perspective. As opposed to personal opinion that is grounded in individual anecdotal experience, the statement of a perspective implies a coherent paradigm that has application value based on functionality in other circumstances. Put simply, a perspective has demonstrated its validity elsewhere. Participation will be evaluated based on the number of valid contributions that the student makes throughout the course of the semester. A minimum of 1 contribution is expected each week. Additional contributions will be added as half points to the final grade and deficient contribution points will be subtracted as half points from the final grade. For example, if a student has a final test average of 77%, but six contributions above and beyond the quota, the student will have earned an 80%. If that same student has a deficit of six points below the quota, the student will have earned a 74%.

4. *Negative Participation*: The following behavior is prohibited in the classroom: sleeping, use of electronic devices, offensive language, remarks, and/or actions. Students who sleep or use electronic devices in class risk reduction of their final grade by 1/3 for each offense. Students who make offensive remarks and/or actions risk failure and expulsion from the course in line with the regulations set forth in the Student Code of Conduct.
5. *Final Exam*: A cumulative, multiple choice final examination will account for 25% of the final grade.
6. *Story with a Point Speech*: This speech is will account for 25% of the final grade. See Appendix for evaluation criteria.
7. *Informative Speech*: This speech is will account for 25% of the final grade. See Appendix for evaluation criteria.
8. *Persuasive Speech*: This speech is will account for 25% of the final grade. See Appendix for evaluation criteria.

Grading Chart

A (93-100 or 4.0-3.9)	C (73-76 or 2.1-1.9)
A- (90-92 or 3.8-3.5)	C- (70-72 or 1.8-1.5)
B+ (87-89 or 3.4-3.2)	D+ (67-69 or 1.4-1.2)
B (83-86 or 3.1-2.9)	D (63-66 or 1.1-0.9)
B- (80-82 or 2.8-2.5)	D- (60-62 or 0.8-0.7)
C+ (77-79 or 2.4-2.2)	F (below 60 or below 0.7)

Course Calendar

Week 1

Session 1

1/19, 1/20, 1/22

❖ Overview:

- Fill out index cards.

- *Speech of Self-Introduction.*
- Introduction and overview of the course.
- What is Public Speaking and why should we study it?
- ❖ **Discussion:**
 - Questions.
- ❖ **Assignments:**
 - Read Chapter 4: Listening to Speeches

Week 2

Session 1

1/25 [Last day to add a class] & 1/26

- ❖ **Overview:**
 - Discussion of Chapter 4: Listening to Speeches
 - *Speech of Self-Introduction*
- ❖ **Discussion:**
 - N/A
- ❖ **Assignments:**
 - Read Chapter 2: Previewing the Audience-Centered Speechmaking Process

Session 2

1/27 & 1/29

- ❖ **Overview:**
 - Complete *Speech of Self-Introduction*
 - Discuss Chapter 2: Previewing the Audience-Centered Speechmaking Process
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignments:**
 - Read Chapter 11: Outlining and Editing Your Speech

Week 3

Session 1

2/1 [Last day to drop classes] & 2/2

- ❖ **Overview:**
 - Discussion of Chapter 11: Outlining and Editing Your Speech
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignments:**
 - N/A

Session 2

2/3 & 2/5

- ❖ **Overview:**
 - Continue with Chapter 11: Outlining and Editing Your Speech
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignments:**
 - Read Chapter 13: Delivering Your Speech
 - Prepare Term Topic

Week 4

Session 1

2/8 & 2/9

- ❖ **Overview:**
 - Discussion of Chapter 13: Delivering Your Speech
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignments:**
 - N/A

Session 2

2/10 & 2/12

- ❖ **Overview:**
 - **Term Topic due for all students.**
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignments:**
 - Prepare *Story with a Point Speech* outline

Week 5

Session 1

2/15 & 2/16

- ❖ **Overview:**
 - *Story with a Point Speech* outline due for all students
 - *Story with a Point Speech*
- ❖ **Discussion:**
 - N/A

❖ **Assignments:**

- Read Chapter 5: Analyzing Your Audience

Session 2

2/17 & 2/19

❖ **Overview:**

- *Story with a Point Speech*

❖ **Discussion:**

- N/A

❖ **Assignments:**

- Read Chapter 6: Developing Your Speech

Week 6

Session 1

2/22 & 2/23

❖ **Overview:**

- *Story with a Point Speech*

❖ **Discussion:**

- N/A

❖ **Assignments:**

- Read Chapter 7

Session 2

2/24 & 2/26

❖ **Overview:**

- *Story with a Point Speech*

❖ **Discussion:**

- N/A

❖ **Assignments:**

- Read Chapter 8

Week 7

Session 1

3/1 & 3/2

❖ **Overview:**

- Discussion of Chapters 5 & 6

- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignments:**

Session 2

3/3 & 3/5

- ❖ **Overview:**
 - Discussion of Chapters 7 & 8
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignment:**
 - Read Chapter 15: Speaking to Inform
 - Read Chapter 9: Organizing Your Speech

Week 8

Session 1

3/8 & 3/9

- ❖ **Overview:**
 - Discussion of Chapters 15 & 9
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignment:**
 - Prepare *Informative Speech* outline

Session 2

3/10 & 3/12

- ❖ **Overview:**
 - *Informative Speech* outline due for all students.
- ❖ **Discussion:**
 - Revise outlines in small groups.
- ❖ **Assignment:**
 - Prepare *Informative Speech* outline.

Week 9

3/15-3/19 Spring Break!

Week 10

Session 1

3/22 & 3/23

- ❖ **Overview:**
 - *Informative Speech*
- ❖ **Discussion:**
 - N/A
- ❖ **Assignment:**
 - N/A

Session 2

3/24 & 3/26

- ❖ **Overview:**
 - *Informative Speech*
- ❖ **Discussion:**
 - N/A
- ❖ **Assignment:**
 - N/A

Week 11

Session 1

3/29 & 3/30

- ❖ **Overview:**
 - *Informative Speech*
- ❖ **Discussion:**
 - N/A
- ❖ **Assignment:**
 - Read Chapter 10: Introducing and Concluding Your Speech

Session 2

3/31 & 4/2 **No Class!**

Week 12

Session 1

4/5 & 4/6

- ❖ **Overview:**
 - Discussion of Chapter 10: Introducing and Concluding Your Speech
 - *Informative Speech*
- ❖ **Discussion:**
 - N/A
- ❖ **Assignment:**
 - Read Chapter 16: Understanding Principles of Persuasive Speaking.

Session 2

4/7 & 4/9

- ❖ **Overview:**
 - Persuasive speaking.
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignment:**
 - N/A

Week 13

Session 1

4/12 & 4/13

- ❖ **Overview**
 - Persuasive speaking.
- ❖ **Discussion**
 - Analysis of public speech.
- ❖ **Assignment:**
 - N/A Read Chapter 17: Using Persuasive Strategies

Session 2

4/14 & 4/16

- ❖ **Overview:**
 - Persuasive speaking.
- ❖ **Discussion:**
 - Analysis of public speech.

❖ **Assignment:**

- N/A

Week 14

Session 1

4/19 & 4/20

❖ **Overview:**

- Persuasive speaking.

❖ **Discussion:**

- Analysis of public speech.

❖ **Assignment:**

- Prepare *Persuasive Speech* outline

Session 2

4/21 & 4/23

❖ **Overview:**

- *Persuasive Speech* outline due for all students
- Persuasive speaking.

❖ **Discussion:**

- Revise outlines in small groups.

❖ **Assignment:**

- Revise *Persuasive Speech* outline.

Week 15

Session 1

4/26 & 4/27

❖ **Overview:**

- *Persuasive Speech*

❖ **Discussion:**

- N/A

❖ **Assignment:**

- N/A

Session 2

4/28 & 4/30

❖ **Overview:**

- *Persuasive Speech*

- ❖ **Discussion:**
 - N/A
- ❖ **Assignment:**
 - N/A

Week 16

Session 1

5/3 & 5/4

- ❖ **Overview:**
 - *Persuasive Speech*
- ❖ **Discussion:**
 - N/A
- ❖ **Assignment:**
 - N/A

Session 2

5/5 & 5/7

- ❖ **Overview:**
 - *Persuasive Speech*
- ❖ **Discussion:**
 - N/A
- ❖ **Assignment:**
 - Review for **Final Exam**

Final Exam.