

SPEECH FUNDAMENTALS (SECTIONS 20330, 21248)

County College of Morris
Randolph, NJ
Spring, 2012

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Course Description

This course emphasizes the fundamentals of organizing, writing, and presenting narrative, informative, and persuasive speeches. 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.
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. Workshop Sessions: Workshops with instruction on speech preparation and execution.

Required Equipment

Always bring a NOTEBOOK and PEN to class for taking notes.

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. *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 and Poetry Reading*: Students are expected to informally introduce themselves and present an oral interpretation of a poem or monolog before the class.
5. *Term Topics*: Students are expected to select a term topic that will govern the subject matter of their speeches throughout the course of the semester and submit it in written form (see website for details). Students will not be permitted to present speeches until they have submitted a term topic. Missed speeches earn a grade of “F.”
6. *Narrative Speech*: Students are expected to tell a story related to their term topic in three to five minutes (see website for details).
7. *Informative Speech*: Students are expected to gather, organize, and present information needed to address the term topic in seven to ten minutes (see website for details).
8. *Policy Speech*: Students are expected to present a policy in response to the term topic and provide an argument for its effectiveness in six to eight minutes (see website for details).

Evaluation and Grading

1. *Attendance Policy*: All students are entitled to two unexcused absences from class. Beyond these absences, 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)
2. *Lateness*: Roll is taken at the beginning of the class as the attendance sheet is circulated. It is the student’s responsibility to sign the attendance sheet! Students who are late must sign in at the end of class and be marked late. Two 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. *Narrative Speech:* This speech is will account for 25% of the final grade. See website for evaluation criteria.
7. *Informative Speech:* This speech is will account for 25% of the final grade. See website for evaluation criteria.
8. *Policy Speech:* This speech is will account for 25% of the final grade. See website 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

1/18, 1/20

- ❖ **Overview:**
 - Fill out index cards.
 - Introduction and overview of the course.
- ❖ **Discussion:**
 - TBA
- ❖ **Assignments:**
 - Choose a poem or monologue to read and practice it.

1/23, 1/24

- ❖ **Overview:**
 - Oral interpretation.
- ❖ **Discussion:**
 - Poetry/monologue readings.
- ❖ **Assignments:**
 - Practice your poem or monologue.

1/25, 1/27

- ❖ **Overview:**
 - Choosing a Term Topic.
- ❖ **Discussion:**
 - Poetry/monologue readings.
- ❖ **Assignments:**
 - Prepare your Term Topic.

1/30, 1/31

- ❖ **Overview:**
 - Narrative Speech preparation.
 - Term Topic due.
- ❖ **Discussion:**
 - Analysis of public speech.
 - Discussion of Term Topics.
- ❖ **Assignments:**
 - Consider your options for a Narrative Speech.

2/1, 2/3

- ❖ **Overview:**
 - Narrative Speech preparation.
- ❖ **Discussion:**
 - Outline Workshop.
 - Speaking assignments.
- ❖ **Assignments:**
 - Prepare Final Narrative Speech Outline.

2/6, 2/7

- ❖ **Overview:**
 - Narrative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignments:**
 - TBA.

2/8, 2/10

- ❖ **Overview:**
 - Narrative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignments:**
 - TBA.

2/13, 2/14

- ❖ **Overview:**
 - Narrative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignments:**
 - TBA.

2/15, 2/17

- ❖ **Overview:**
 - Narrative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignments:**
 - TBA.

2/20, 2/21

- ❖ **Overview:**
 - Informative Speech preparation.
- ❖ **Discussion:**
 - Informative Speech preparation.
- ❖ **Assignments:**
 - Informative Speech preparation.

2/22, 2/24

- ❖ **Overview:**
 - Informative Speech preparation.
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignments:**
 - Informative Speech preparation.

2/27, 2/28

- ❖ **Overview:**
 - Informative Speech preparation.
- ❖ **Discussion:**
 - Outline Workshop I.
- ❖ **Assignments:**
 - Informative Speech preparation.

2/29, 3/2

- ❖ **Overview:**
 - Informative Speech preparation.
- ❖ **Discussion:**
 - Outline Workshop II.
- ❖ **Assignment:**
 - Prepare Final Informative Speech Outline.

3/5, 3/6

- ❖ **Overview:**
 - Informative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

3/7, 3/9

- ❖ **Overview:**
 - Informative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

3/12-3/17

SPRING BREAK

3/19, 3/20

- ❖ **Overview:**
 - Informative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

3/21, 3/23

- ❖ **Overview:**
 - Informative Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

3/26, 3/27

- ❖ **Overview:**
 - Policy Speech preparation.
- ❖ **Discussion:**
 - Policy Speech preparation.
- ❖ **Assignment:**
 - Policy Speech preparation.

3/28, 3/30

- ❖ **Overview:**
 - Policy Speech preparation.
- ❖ **Discussion:**
 - Analysis of public speech.
- ❖ **Assignment:**
 - Policy Speech preparation.

4/2, 4/3

- ❖ **Overview:**
 - Policy Speech preparation.
- ❖ **Discussion:**
 - Outline Workshop I.
- ❖ **Assignment:**
 - Policy Speech preparation.

4/4

- ❖ **Overview**
 - Policy Speech preparation.
- ❖ **Discussion**
 - Outline Workshop II.
- ❖ **Assignment:**
 - Prepare Final Policy Speech Outline.

4/6

GOOD FRIDAY

4/9, 4/10

- ❖ **Overview:**
 - Policy Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

4/11, 4/13

- ❖ **Overview:**
 - Policy Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

4/16, 4/17

- ❖ **Overview:**
 - Policy Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

4/18, 4/20

- ❖ **Overview:**
 - Policy Speech and Outline due.
- ❖ **Discussion:**
 - Presentations.
- ❖ **Assignment:**
 - TBA.

4/23, 4/24

- ❖ **Overview:**
 - Theory and Application
- ❖ **Discussion:**
 - Theory and Application
- ❖ **Assignment:**
 - TBA.

4/25, 4/27

- ❖ **Overview:**
 - Theory and Application
- ❖ **Discussion:**
 - Theory and Application
- ❖ **Assignment:**
 - TBA.

4/30, 5/1

- ❖ **Overview:**
 - Theory and Application
- ❖ **Discussion:**
 - Theory and Application
- ❖ **Assignment:**
 - TBA.

5/2, 5/4

- ❖ **Overview:**
 - Final Review
- ❖ **Discussion:**
 - Final Review
- ❖ **Assignment:**
 - TBA.

5/7-5/10

Final Exam