



## COMM 107 – Effective Speaking

### Course Information

Semester : Summer 2020 (June 29<sup>th</sup>, 2020 - July 31<sup>st</sup>, 2020)  
 Credit : 4  
 Teaching Hours : 50 Hours  
 Time : 2 hours/day, Mon-Fri  
 Professor Name : Andrew Gaber  
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### Course Description

An application of the principles of speech, language, and nonverbal techniques in oral communication in front of audiences. Students study and practice various organizational patterns and genres of public speaking. The course incorporates written self-critiques and peer critiques, and may include video recording of oral presentations for analysis.

### Learning Outcomes

Course Goal/Objectives	General Education Outcome
1. Demonstrate proficiency in public speaking through structured activities	Technology and Information Literacy
2. Demonstrate the ability to be and receive constructive criticism.	Social Responsibility & Cultural, Global Awareness
3. Demonstrate awareness of communication breakdowns and methods to avoid them.	Communication Technology and Information Literacy Social Responsibility & Cultural, Global Awareness
4. Demonstrate basic understanding of the communication process.	Communication Technology and Information Literacy Social Responsibility & Cultural, Global Awareness Problem Solving/Critical Thinking Skills
5. Demonstrate the ability to manage speech anxiety.	Communication Technology and Information Literacy Problem Solving and Critical Thinking Skills
6. Demonstrate the ability to research, organize, outline and deliver a public speech effectively.	Communication Technology and Information Literacy Problem Solving and Critical Thinking Skills
7. Demonstrate the ability to identify and communicate with different types of audiences.	Communication Technology and Information Literacy



## Required Text

*Public Speaking Handbook*. Beebe and Beebe. Pearson. 5th Edition. ISBN 978-0-13-375398-1.

Other course materials will be distributed in class.

## Course Requirements, and Grading

A	100-94	B <sup>+</sup>	89-87	C <sup>+</sup>	79-77	D <sup>+</sup>	69-67
A <sup>-</sup>	93-90	B	86-83	C	76-73	D	66-63
		B <sup>-</sup>	82-80	C <sup>-</sup>	72-70	D <sup>-</sup>	62-60

Assignments	Percent of Grade
Story with a Point Speech	15%
Special Occasion Speech	15%
Demonstration Speech	15%
Informative Speech	15%
Argumentative/Persuasive Speech	15%
Class Assignments	25%
<b>Total</b>	<b>100%</b>

**Speeches (15% each, 75% in total)** – At the end of each week, we will have a speech that you will prepare and deliver. Each of these are worth 15% of your final grade. Specific requirements for these speeches will be given in class. You will be graded primarily on the speech itself, though some of these speeches will also have outline and supporting material requirements.

**In class and out of class assignments (25%)** - We will have regular assignments. Regular attendance is required to receive credit for many of these.

## Course Expectations

While there is no formal grade for attendance, regularly missing class will show a direct effect on your final grade, as you will be missing assignments and activities that have grades attached. My policy on late work is this: **NO LATE WORK!** If you anticipate missing an assignment or due date for a very good reason (such as illness), please be in communication with me. This will often require documentation to support a make-up opportunity.

**Workload Expectations:** For our accreditation, it is essential that all Framingham State University credit courses follow the Federal Definition of credit hour: for every one hour of classroom or direct faculty instruction, a minimum of two hours of out-of-class student work is required. Since the summer courses meet for two contact hours daily (10 contact hours of classroom time weekly), the expectation is that students spend 20 hours per week doing out-of-



class work. For the five week 4-credit hour course, this reflects 50 hours of classroom time and 100 hours of out-of-class time since the credit hour is defined as 50 minutes.

## Academic Honesty Policies

### Framingham State University's policy regarding academic honesty:

“Integrity is essential to academic life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty. In addition to the required statement, faculty members shall, at their discretion, include in the course syllabus additional statements relating the definition of academic honesty to their courses. Infractions of the Policy on Academic Honesty include, but are not limited to:

1. Plagiarism: claiming as one's own work the published or unpublished literal or paraphrased work of another. It should be recognized that plagiarism is not only academically dishonest but also illegal;
2. Cheating on exams, tests, quizzes, assignments, and papers, including the giving or acceptance of these materials and other sources of information without the permission of the instructor(s);
3. Unauthorized collaboration with other individuals in the preparation of course assignments;
4. Submitting without authorization the same assignment for credit in more than one course;
5. Use of dishonest procedures in computer, laboratory, studio, or field work;
6. Misuse of the University's technical facilities (computer machinery, laboratories, media equipment, etc.), either maliciously or for personal gain; 7. Falsification of forms used to document the academic record and to conduct the academic business of the University.”

## Course Outline

Week	Topic	Assignment
<b>Week One</b> 06/29-07/03	Introduction to Practice of Public Speaking Classical Ideas on Public Address	Story with a Point Speech
<b>Week Two</b> 07/06-07/10	Language and Communication The Speaking Situation	Special Occasion Speech
<b>Week Three</b> 07/13-07/17	Body Language and Non-Verbal Communication Audience Analysis	Demonstration Speech
<b>Week Four</b> 07/20-07/24	Speech Organization and Outlining Research and Supporting Material	Informative Speech
<b>Week Five</b> 07/27-07/31	Reasoning and the Art of Persuasion	Argumentative/Persuasive Speech