



COMM 102 Introduction to Public Speaking
Summer 2021
May 31 – June 25
Department of Communications
Bridgewater State University

Meeting times: TBA	Location: TBA
Credit Hours: 3	Call number: TBA

Instructor: TBA	Office Hours: By appointment	Email: TBA
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Course Description:

This course is designed to provide both a practical introduction to the fundamental principles of public speaking and a forum for practicing public speaking skills. Through a variety of instructional strategies--discussion, class workshops, readings, lectures, and presentations--you will learn the processes by which effective speeches are conceived, prepared, and delivered.

Course Objectives:

- To increase your confidence in your public speaking ability.
- To find, evaluate and use quality research in designing and delivering a speech
- To consider social and cultural aspects of public speaking
- To demonstrate effective aspects of speech preparation.
- To demonstrate effective aspects of speech delivery.
- To appropriately apply public speaking skills to a variety of speech contexts.
- To identify the genres and methods of public speaking
- To understand the role of the audience
- To prepare and utilize visual information to enhance a message
- To learn and apply the essential skills of effective and ethical persuasion

Required Text:

Public Speaking Playbook. Gamble and Gamble. Sage. 2017. ISBN 9781452299501

Required Materials:

- Internet Access
- A university email account
- Notebook or laptop

- Folder to keep course materials
- There will also be articles, other readings and media viewings. I will make such readings and viewings available or provide information on where they can be obtained.
- An Active BSU library card

Course Policies:

Attendance and participation: You are allowed to miss one class. Please let me know in advance if you are going to be late for class. Coming late and leaving early repeatedly (more than twice) will negatively impact your final grade. It is expected that when class starts you will devote your full attention to the course. Behavior that distracts from the learning environment or adversely affects your classmates ability to learn will not be tolerated. This includes side-talking, texting, listening to music, working on homework for other classes, sleeping, and so on. If there is an issue, I will address it with you once. If it continues to be an issue, you will receive an “F” for the course.

Cell Phone and other electronic devices in class: Turn of cell phones at the start of class. If you use a laptop to take notes, just come speak to me at the start of the semester.

Course etiquette: Throughout the course, we will be engaging in class discussions and activities that will require your active participation. You are invited to give your opinions, thoughts, and beliefs, and to respond to those of your peers; however, it is important to maintain a respectful and tolerant attitude during all class discussions.

Codes of Conduct and Academic Honesty Policy: The instructor and students in this course will adhere to the University’s general Codes of Conduct defined in the *Bridgewater State University Student Handbook*.

Course Assignments: All out of class work should be typed in 12 point Times New Roman font, double spaced and utilize MLA formatting and style guidelines. Assignments should adhere to the specific guidelines as dictated in class and specified in the assignment sheets distributed in class and/or posted online. Handwritten work will not be accepted. Work will be collected at the beginning of class on the due date.

You will want to make sure you back-up all of your files. Be sure to save frequently, especially if using a public computer. Print your work out well before it is due. Computer failure/printer problems are not acceptable excuses for not having an assignment completed and turned in when it is due.

Readings: While we will not cover every aspect of the readings in class, it is important that you complete each reading by the due date, as they will form the basis for in-class discussions and exercises. There are many important terms and concepts in each chapter, so most of the quizzes (more detail on these under the assignments section) will ask you to demonstrate key knowledge of such terms and concepts. As such, there is significant cross-over between the readings and what we do in class. However, I will not simply be

lecturing from the book - that would be a waste of my and your time. So please come prepared to class; it will make things much more interesting for all involved.

Plagiarism: Plagiarism is using someone else's work and passing it off as your own. It is a serious offense and grounds for disciplinary action from the college. Any plagiarism will result, at minimum, a zero on the assignment and possible failure of the course. The most common examples of plagiarism include failure to properly cite a source or data in a speech or paper, taking someone else's speech or paper and passing it off as your own, and having someone else, including an Internet "paper mill" do an assignment for you. Further information on plagiarism can be found in the college handbook.

If you have further questions about plagiarism, please feel free to ask in class.

Learning Assistance: If you anticipate or experience physical or academic barriers based on disability, please let me know so that we can discuss options.

Basic description of assignments-Further in depth instructions will be given as the semester progresses.

Speeches: You will present three major speeches, in addition to an introductory speech, over the duration of the course. The types of speeches you will give are: informative, persuasive, and a special occasion/ceremonial speech. Each speech will also require research and the proper evaluation and citation of sources. You will also need to submit and outline for each speech in advance of your speech date.

Introductory Speech: Early in the semester you will present a speech introducing yourself to the class.

Quizzes: There will be six quizzes over the course of the semester. Your lowest quiz score will be dropped

Exam I: This exam will cover all material covered during the first two weeks of the course.

Exam II The exam will be cumulative and cover material from the entire semester.

Participation/Audience engagement: One of the most important aspects of public speaking is interaction and connection with an audience. You will spend a lot of time speaking, but you will also spend a good amount of time as an audience member. In order to help each speaker in the class develop their skills, you will be asked to provide feedback, both written and oral.

Classmate evaluation letter: In order to demonstrate an understanding of the hallmarks of good public speaking, you will write a detailed and extensive letter evaluating one of your classmate's speeches. More information on this assignment will be provided.

Assignments and Evaluation: Descriptions and criteria for each of the assignments will be detailed in handouts. Each assignment will also be covered in class. All assignments must be completed in order to meet the objectives of the course.

Introductory Speech (Pass/fail)	50 points
Informative Speech	100 points
Persuasive Speech	100 points
Special Occasion Speech	75 points
Outlines (3 @25 points each)	75 points
Quizzes (6@ 20 points, lowest score dropped)	100 points
Classmate evaluation letter:	100 points
Participation/audience engagement	200 points
Exam 1	100 points
Final Exam	100 points

Total: 1000 Points

Grading Policies: You will be given detailed instructions for each assignment. I will work to get most work back to you within one week of your turning it in. I will also make comments on the work you turn in. Pay attention to these comments, especially when I indicate areas where your work needs improvement.

A quick guide to my grading policies:

“C” level work meets the minimum requirements of the assignment; some improvement is necessary in one or more areas.

“B” level work is thorough and shows a good grasp of key concepts.

“A” level work is exceptional and indicates a strong commitment to the assignment and engages it creatively and critically.

“D” level work is severely deficient in one or more areas and shows little thought or effort.

“F” level work is completely negligent and demonstrates virtually no effort or commitment to the objectives of the assignment.

We will do our best to adhere to this schedule, but it will be amended as necessary. I will notify you in advance of any changes

Course Schedule

Week 1

Day 1:

Syllabus Introduction
Classmate introductions

Day 2:

Public Speaking and Confidence
Read: Chapter 1 and 2

Day 3:

Types of Public Speaking, Ethics
Read: Chapters 3 and 14

Quiz 1

Day 4:

Listening; thinking about audience

Read: Chapters 4, 5

Day 5:

Due: Introductory Speeches

Quiz 2

Week 2

Day 1:

Organizing and outlining your speech; speaking to inform

Read: Chapter 9, 10, 18

Day 2

Selecting a Topic and conducting research

Read, Chapters 6, 7, 8

Quiz 3

Day 3

Delivering your speech

Read: Chapter 11, 12, 13

Quiz 4

Day 4

Informative outline workshop

Due: rough draft of informative outline

Day 5

Exam 1

Week 3

Day 1:

Informative Speeches Day 1

Due for speakers: completed informative outline

Day 2:

Informative Speeches Day 2

Due for speakers: completed informative outline

Day 3:

Catch up day

Informative speeches debriefing

Day 4:

Persuasive Speaking

Read: Chapter 19, 20

Day 5

Persuasive outline workshop

Due: Rough draft of persuasive speech

Quiz 5

Week 4

Day 1

Persuasive Speeches day 1

Due for speakers: completed persuasive outlines

Day 2

Persuasive Speeches day 2

Due for speakers: completed persuasive outlines

Day 3

Special Occasion Speaking

Read: Chapters 21 and 22

Quiz 6

Day 4

Due: Special occasion speeches

Due: Classmate evaluation letter for persuasive speech

Day 5

Course wrap up

Final Exam