

1216-110 Essentials of Speaking and Listening (3 credits) Course Syllabus

Description:

This course teaches the use of verbal and nonverbal communication to organize and deliver effective oral presentations. Additional emphasis is placed on identifying and overcoming listening barriers.

Objectives:

Students will gain knowledge and skills in:

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| -developing critical thinking skills | -effective outlining |
| -selecting the speech purpose and limitation of the subject area | -analyzing and adapting to an audience |
| -research practices | -analyzing and adapting to the occasion |
| -using evidence and forms of supporting material Including effective visual aids | -effective speech composition |
| -developing an effective introduction | -preparing and presenting information in groups |
| -developing an effective conclusion | -effective delivery |
| -organizing the body of the speech | -developing critical listening skills |
| | -effective methods of speech criticism |
| | -identifying and overcoming listening barriers |

Text and Supplies:

Required: A Pocket Guide to Public Speaking by O'Hair, Rubenstein and Stewart; Bedford/St. Martin's (latest edition).

Required Supplies: Speech Critique Sheets

Recommended: MLA Handbook for Writers of Research Papers

Course Requirements:

1. Students must choose speech topics which are creative, novel, unique, and appropriate for their audience, rather than topics that lack originality.
2. Each student will deliver a minimum of four speaking assignments:
 - a. An impromptu speaking activity (must be a minimum of 2 minutes).
 - b. A 4 to 6 minute extemporaneous speech using at least 3 sources.
 - c. A 5 to 7 minute persuasive speech.
 - i. The speech must utilize a problem-solution organizational pattern.
 - ii. The speech must contain a minimum of 5 different sources. Failure to utilize 5 different sources will warrant lowering the speech grade by at least one full letter grade.
 - d. A 16-20 minute informative group presentation.
 - i. Each student will work with an assigned group of 4-6 to prepare and present this assignment.
 - ii. Presentations must contain a minimum of 10 outside sources.
 - iii. Groups will be *required* to use an effective visual aid in this presentation. (Demonstration or "how to" topics are NOT allowed.) Visual Aids are recognized as supporting material much like testimonies, statistics, examples, etc. used to support a sub-point in the speech. Examples include pictures, graphs, media, etc.
 - iv. Groups will be responsible for preparing contracts that lay out expectations for members, disciplinary actions, and procedures for firing a member of the group. All decisions made by group contract must receive final approval of the instructor.
 - v. This presentation will be graded on both a group and individual basis.
 - e. Any speech over or under time will be penalized. If a speech exceeds the time limit it may be stopped.
3. Guidelines for use of speaking notes and podium:
 - a. Outlines may NOT be used to deliver any of the speeches.

- b. Students are not to use a lectern or podium for any of their speeches.

(Failure to abide by a. and b. will warrant failure of the speaking assignment.)

- c. Students may deliver all speeches without the use of notes. If notes are used, they may not exceed two 3x5 note cards, written on one side only. One of the cards may contain only bibliographic documentation (NOT supporting material) necessary for source citation. The other card may not exceed 35 words. Failure to follow these guidelines will warrant lowering the speech grade by at least one full letter grade. This requirement applies to individual and group presentations.

4. Outlines and Works Cited:

- a. The persuasive speech and the group presentation will be accompanied by a typed complete sentence outline which will be given to the instructor prior to speaking and will include a Works Cited of research sources.
- b. If a work is cited in the speech it is to appear in the Works Cited. If a work appears in the Works Cited, it is to be cited in the speech.
- c. Students must follow MLA style for the Works Cited.

(Failure to abide by a., b., and c. will warrant failure of the speaking assignment.)

5. You must be prepared to speak the first day of speeches. This means you must be prepared to speak whenever your name is called. Failure to deliver the 4 required presentations will mean failure of the course. You cannot make up a missed presentation unless extenuating circumstances occur.
6. Students will be responsible for reading the text and handouts distributed in class. Students are responsible for lecture notes.
7. Because this class is primarily performance in nature, students should refrain from wearing anything that inhibits vocal production or distracts from their performance such as lip rings, tongue studs, hats/caps, coats, etc. when performing.
8. All students are required to evaluate other speakers using the Speech Critique Sheets. In addition, students will be required to participate in classroom critique sessions as an exercise in active and critical listening. Student critiques will be a graded assignment that will be evaluated periodically by the instructor.
9. All students are required to complete a variety of listening activities/assignments throughout the term.

Attendance Policy:

This class will be taught from a perspective that providing feedback and constructive criticism to fellow classmates is as important as the required performance activities themselves. Since participation in these activities is dependent upon regular attendance, this will not only be expected, but MANDATORY. Attendance will be taken at every class meeting. Missing more than one week's equivalent of class will result in the lowering of the final grade for the course by at least one full letter grade.

Academic Honesty:

Students will be expected to abide by the SMSU Academic Honesty Policy. Plagiarism is not tolerated and will result in the failure of this class.

Electronic Devices:

Students are expected to shut off, disable or terminate the function of all cell phones, PDA's and/or other technological tools. Repeated disruptions may lead to permanent dismissal from the class.