

**Introduction to Public Speaking**  
Sacramento City College  
Communication Studies 301 (COMM 301)  
3 Units

Instructor: Prince K. White

Classroom: RHN220

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Office hours: Sat 8:30-9 12:15-12:45 (RHN 220) and by appointment M-F

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Text: *Public Speaking Handbook* by Steven A. Beebe and Susan J. Beebe (any edition).

[Note: the instructor provides all additional readings or speeches]

Class website: <http://basicspeaking.weebly.com/>

CATALOGUE COURSE DESCRIPTION:

*Prerequisite:* ENGWR 101 or ESLW 320 with a grade of "C" or better; or placement through the assessment process.

*Advisory:* Concurrent enrollment in COMM 270.

*General Education:* AA/AS Area II(b); CSU Area A1; IGETC Area 1C

*Course Transferable to UC/CSU*

*Hours:* 54 hours LEC

*Description:* This course prepares students to speak in a variety of rhetorical situations: as college students, as employees, as opinion leaders in the community. The course is designed to assist students in developing ethical research methodology, analytical thinking skills, organization and outlining skills, effective delivery, and appropriate speech presentation skills. Emphasis is on researching, preparing, organizing, and presenting a variety of speeches for varied audiences. Video and/or audio taping equipment may be used as an aid to the student's self-analysis and improvement. Access to a computer with on-line capabilities may be required and is available on campus.

COURSE OBJECTIVES:

- Demonstrate the skills necessary to compose/create and present informative and persuasive messages.
- Demonstrate competence in active listening skills.
- Compose and present appropriate oral messages to diverse audiences.
- Evaluate, plan, and organize coherent structured oral messages.
- Analyze the speaking situation and create messages appropriate to diverse audiences and contexts.

- Incorporate language as appropriate to diverse audiences and varying communication contexts.
- Analyze, develop, and implement strategies to productively manage oral communication apprehension to minimize its impact on the message.
- Apply ethical standards to every phase of the communication process (e.g., selection of arguments, support, and delivery).
- Demonstrate knowledge of classical rhetorical theories, motivational theories, and psychosocial theories.

#### COURSE POLICIES:

**Attendance:** Attendance is a key ingredient in doing well in this class. Activity points will be offered almost every class meeting and cannot be made up during any other period of time.

**Chronic Tardiness/Leaving Class Early:** If you are chronically tardy, or always need to leave early then drop this course and take it when your schedule allows you to be here the duration of class time. If you are tardy on a speech day and someone is delivering a speech, please wait quietly outside the door until you hear applause. Please don't interrupt!

**Grade Appeal:** If you wish to contest a grade I will accept a written argument detailing the injustice. The appeal will be due one week from the day the assignment was returned to you. Turning in an appeal does not guarantee that you will receive a higher grade.

**Plagiarizing/Cheating:** There is zero tolerance for plagiarizing. If you are caught plagiarizing, I will personally seek the maximum punishment allowable by the department and the college. At the very least anyone caught plagiarizing or cheating will fail the assignment at hand.

**Cell phones/laptops:** Students who are using cell phones to text or make calls during class will be asked to leave class for the day. On occasion using a cell phone during class will be acceptable, but these circumstances are extremely rare. I would prefer it if you did not take notes on a laptop or have them open during class unless the instructor is giving a lecture.

**Late Assignments:** Assignments are due at the beginning of the class period and will not be accepted thereafter. **If you are scheduled to give a speech on a given class day and you miss it, YOU MIGHT NOT BE ABLE TO MAKE IT UP. You may make-up only ONE speech. You may make up that speech during the following week in front of the class. If you do not make up your speech the following week, I offer only one class hour at the end of the semester for make-up speeches. I will only be able to accommodate a maximum of ten total make-up speeches on make up day, so plan carefully. Speeches presented on make up day are penalized 30%.**

## Assignment Descriptions

**Sample Speech:** The sample speech is 1.5 to 2 minute speech, will be completed the first day of class and is basically a simple introduction.

**The “Me, Myself and I” speech:** This speech will require you to deliver a three-minute speech focusing on your past, present and future. This assignment gives the class an opportunity to learn more about you and eases you into the course by having you speak on a topic about which you have some expertise.

**The Dramatic Reading:** The dramatic reading, also known as the oral reading, is a three to five minute presentation that focuses on the “reading” of a piece of literature, prose, poetry, plays, or song lyrics. You will practice a delivery style that demands the use of vocal variety and an effective use of nonverbal communication in an effort to bring the “character” to life.

**The Informative Speech:** You will develop a five to seven minute speech designed to share your research on an area of public interest. You will also be required to complete and turn in an outline of your speech (due the day you speak).

**The Persuasive speech:** You will deliver an eight to ten minute speech in support of a position on an issue. Your goal will be to persuade your audience to change its attitudes, values, beliefs, and/or actions about a controversial issue. You should attempt to get your audience to act on a proposed policy change. An outline is also required for this speech.

**Outlines:** (To be clear) You will be required to write preparation outlines for your informative and your persuasive speeches. Your outlines should satisfy a variety of criteria that will be outlined in the assignment packet. The outline is to be turned in the day of your presentation.

**Intramural tournaments:** You will be given the option to participate in an intramural tournament OR take the final. The intramural tournament is offered twice a semester and requires you to dedicate one Friday afternoon to the pursuit of improving your speaking skills. You will have to give a minimum of two speeches (one of the speeches you already gave in class, delivered two times) to an audience of about ten people.

Grading: \_\_\_\_\_ Points Possible      Your Score

MMI Speech	5
Dramatic reading	10
Informative Speech (10) + Outline (5)	15
Persuasive Speech (15) Outline (5)	20
Impromptu Speeches	15
Research or Activity points (16 activities x1 point each)	16
Final (or intermural)	<u>20</u>

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Total

101

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= >59

Daily activities are required for every class. Check the class website before each class meeting to get the videos or files needed.

1	08/25/12	Introduction Administrative issues Sample speeches “Me, Myself and I” speech explanation	Obtain book
2	09/01/12		“Me, Myself and I” speech
3	09/08/12	Introduction to dramatic reading. Dramatic reading skill building.	
4	09/15/12	Dramatic reading skill building	
5	09/22/12	Introduction to Informative speaking Dramatic reading skill building	
6	09/29/12	Dramatic reading skill building  Introduction to Informative speaking (Continued)	
7	10/06/12	Informative speaking skill building	
8	10/013/12	Informative speaking skill building	Dramatic Readings

9	10/20/12	Informative speaking skill building	
10	10/27/12	Informative speaking skill building	
11	11/03/12	Persuasive speaking introduction (Continued) Informative/persuasive speaking skill building	
12	11/10/12		Informative speeches
13	11/17/12	Persuasive speaking skill building	
14	11/24/12	NO CLASS!! NO CLASS!! NO CLASS!!	
15	12/01/12	Persuasive speaking skill building	
16	12/08/12		Persuasive speeches
17	12/15/12	Final/reflection	