

College of Central Florida
SPC2608 Effective Speaking

Fall 2022

Professor Jane E. Burke, B.S., M.A. ABD

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Office – Building 2-200 adjunct offices
Office hours M-W after class and by appt.

Text: *A Pocket Guide to Public Speaking*, O’Hair, Rubenstein, Stewart, 6th ed.

Course Objectives:

- To understand the basic components of communication
- To understand the fundamentals of interpersonal and intrapersonal communication
- To understand the importance of audience analysis
- To know and utilize effective public speaking tools in a variety of situations
- To express thoughtful, well-organized ideas through oral communication

Grading:

Attendance & participation	10%
5- speeches	50%
Three journal articles	10%
Three Tests @ 50 pts. Ea.	20 %
Midterm exam	10%

General Policies:

Attendance: **Class starts at the posted time, please be here on time.** Please have your work in ahead of time when the absence is known in advance. Please contact a classmate for missed notes. If you are ill, you must contact me by email that day. If I don’t hear from you, I will assume it is an unexcused absence. **If you are absent the day of a speech and you have not notified me, you will lose up to half its worth.** If you do not make it up the first class back, you will get no credit. If you are absent the day an article review is due, you must send it electronically for credit, it will not be accepted late. You are allowed up to **5** excused absences.

Speeches: Three major speeches, plus two minor speeches are presented over the semester progressing in length, difficulty and grade weight. They include an introductory 4-Question speech, a pull card speech, a special occasion speech, an informative speech, and a persuasive speech.

Articles: There are several opportunities to share additional information. You are required to share two or three articles, examples, reviews, etc. that concern public speaking, a particular speaker you have heard, or various aspects of communication that we might be studying. These may be from a professional journal, website, or an original review of an event you have attended. We may also have special discussion days where topics are presented for in-class discussion.

Tests: Though this is primarily a performance-based class, significant information is provided through lecture, readings, and discussions that are critical to successful understanding of the course objectives. Therefore, tests shall be a significant part of your grade as well as the speeches presented in class. They will be available through our Canvas page

Common Courtesies: Cell phones will not be on during class, nor is any texting allowed in class. It is rude to the instructor and other speakers. If you arrive late to class on a presentation day, wait until a speaker has finished before entering the room.

College Policies

Access Services for Students with Disabilities – If you have a disability, serious medical condition, a learning or psychological disorder and want to request accommodations, it is your responsibility to register with the Office of Access Services and to provide verifiable documentation to Access Services as soon as possible. If eligible, Access Services will provide you with a notification of approved accommodations to give to your instructors at the beginning of the semester. Faculty will comply with the accommodations approved by Access Services. For information visit the Access Services webpage at <http://www.cf.edu/departments/sa/ss/>, contact access@cf.edu or call 352-854-2322, ext. 1580 for an appointment.

Academic Honesty: You are expected to do your own work and not use a previously used source without proper citation. If it is found that you have delivered a speech that has been lifted wholly or in part, you will fail the assignment.

Withdrawal, other issues: See your handbook or check with your adviser.

TENTATIVE CLASS SCHEDULE – may be amended as needed

Mon., Aug. 15 - Intro to course, syllabus
Wed., Aug. 17 – chaps. 1-2

Mon., Aug. 22– chaps. 3-5,
Wed. Aug. 24 – assign 1st article presentation & review for test#1

Mon., Aug. 29 - test #1 chapters 1-5 on Canvas
Wed., Aug. 31– journal article #1 due, gen. delivery notes, assign 4 Question speech

Mon., Sept. 5– OFF – Labor Day
Wed., Sept. 7 – present 4 Question speeches

Mon., Sept. 12 – remainder 4 Question speeches
Wed., Sept. 14 – Chaps. 6-8

Mon., Sept. 19 – chaps. 10-12, assign pull card speeches
Wed., Sept. 21 – chaps. 13-15

Mon., Sept. 26– all pull card speeches

Wed., Sept. 28 – Chaps. 16-18, assign ja#2, review for test #2

Mon., Oct. 3– Test #2 on Canvas

Wed., Oct. 5- j.a#2 due, make up speeches review for midterm

Mon., Oct. 10 – MIDTERM EXAM – IN CLASS

Wed., Oct. 12 – chaps. 19-23 assign inf. speech

Mon., Oct. 17- Informative speeches

Wed., Oct. 19 – Informative speeches

Mon., Oct. 24 – remaining inf. speeches Chap. 25, assign s.o. speech

Wed., Oct. 26. – j.a. #3 due, present in class, App. B

Mon., Oct. 31 - Special occasion speeches

Wed., Nov 2 - Special occasion speeches

Mon., Nov. 7 – chaps. 23-24

Wed., Nov. 9– make up day

Mon., Nov. 14 – Persuasive speeches

Wed., Nov. 16- Persuasive speeches

Mon., Nov. 21 – Persuasive speeches

Wed., Nov. 23- off for Thanksgiving

Mon., Nov. 28 - make up speeches & review for last test

Wed., Nov. 30 – Test #3, chaps. 19-25, app. B ON CANVAS

It is expected that you will read and follow this syllabus and be fully prepared for each class by reading/previewing the readings for the next class. “I didn’t know” is not an acceptable excuse for not being prepared for an assignment or test. Any changes to this syllabus and schedule will be announced in class. It is my responsibility to be prepared for you each class and I expect the same of my students.