

Effective Speaking

Mr. Eric D. Warner
Associate Professor of Speech

SPC 2608: Effective Speaking, 3 Credit Hours

Fall Term 2022

Class Time: MW 11:00am – 12:15pm

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Office: Building 2, Room 220D

Office Hours: Listed on Office Door

Text: **None**

CF Expectations: The Course

SPC 2608 is a three-credit hour course required for an Associate of Arts degree and for many Associates in Science programs. There is no prerequisite. SPC 2608 presents principles of oral communication common to speaking and listening. Emphasis is on preparation and delivery techniques for extemporaneous speaking.

Instructor/Student Agreement

By accepting this syllabus, you agree that only through cooperation, class attendance, and commitment to semester objectives can we meet the goals of this class successfully.

Learning Outcomes

Institutional Learning Outcomes	Quiz	Exam	Project/ Paper	Classroom Activity	Service Learning
Communication: The student will read, write, speak, and listen effectively.					
1. Read materials and effectively understand essential facts and concepts.					
2. Write an organized document that communicates effectively and appropriately for the situation.					
3. Listen actively to comprehend main ideas and essential details.					
4. Express clear, well-organized ideas through oral communication.			x	x	

Class Rules and Norms

1. All ideas should be allowed to be expressed. Therefore, I do not censor topics. You are free to choose your own topics for the major speeches within the guidelines for each speech. Do not, however, pick topics such as “How to tie your shoes,” “Why you should go to college,” “How to make a peanut butter and jelly sandwich,” or “The importance of taking a Speech class.” These types of topics are inappropriate for a college classroom audience and add nothing to our knowledge.
2. You are expected to be in class, **on time**, each class period. Excessive tardiness can affect your final grade.
3. When the classroom door is closed, academic courtesy dictates that you **wait outside the classroom** when another student is at the lectern until the speech is finished. Also, please do not leave the room when a student is at the lectern.
4. Once major speeches have begun, the classroom doors will be locked and no one will be allowed to enter. This policy includes those who were assigned to speak that day.

Other Important Notes

1. **The information on this syllabus and the assignment page may be amended at the discretion of the instructor.**
2. Any graded assignment not turned in on time (or received by email when allowed) before class is dismissed will receive a grade of zero.
3. There will be no firearms, alcohol, smoking materials, animals, or children allowed in the classroom.
4. All outlines (both rough drafts and final drafts) must be typed. If they are not, you will not receive credit for completing the assignment.
5. Major speeches must be given on the assigned day. If not, the grade will automatically be a zero.
6. Neither major nor minor speeches can be made up for any reason. You must prepare in advance to be ready for your speeches.
7. Your lowest major speech grade will be dropped at the end of the semester.

Grading Scale

Course grades will be determined by your performance on speeches, homework assignments, tests, and the final exam. More specifically, your grade will be comprised as follows:

A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-76
D	60-69
F	Below 60

Major Speaking Assignments

1. Commemorative Speech (3-5 minutes)
2. Informative Speech (4-6 minutes)
3. Demonstration Speech (4-6 minutes)
4. Persuasive Speech 1 (4-7 minutes)
5. Persuasive Speech 2 (5-8 minutes)

Minor Speaking Assignments (less than 60 seconds)

1. Introductory Speech
2. Brown-Bag Speech (minimum of 3 items)
3. Most Embarrassing Moment
4. Someone who has been influential in your life
5. One person that you'd like to spend one day with
6. If you could try one profession for a day, what would it be? Why?
7. Your favorite quote and why it's your favorite
8. If you could go back in time and change ONE thing, what would it be and why? (And, yes, you must change something!)

Assignment Point Values

Minor Speeches:	80 points (10 points each)
Major Speeches:	600 points (lowest speech grade is dropped)
Homework Assignments:	100 points (20 points each)
TOTAL:	780 POINTS

Attendance Policy

In order to develop your speaking skills, you need to participate in class activities. Therefore, regular attendance is expected. It is imperative that you attend every class to learn about the various aspects of speech development and delivery. There will be a bonus of **25 points** added on to your final point total for perfect semester attendance (zero absences).

Class Schedule

Date	Classwork	Assignment
Aug 15	Syllabus	
Aug 17	Intro to Speech	HW Assignment 1 (Due Aug 22)
Aug 22	Managing Anxiety M.S. 1	
Aug 24	Purpose and Thesis M.S. 2	HW Assignment 2 (Due Aug 29) Thesis Worksheet
Aug 29	Outlining	
Aug 31	Intro and Conclusion	HW Assignment 3 (Due Sept 7)
Sept 7	Outline analysis	
Sept 12	Audience Analysis M.S. 3	HW Assignment 4 (Due Sept 19)
Sept 14	Supporting Materials M.S. 4	
Sept 19	Speech Delivery M.S. 5	
Sept 21	Visual Aids M.S. 6	HW Assignment 5 (Due Sept 26)
Sept 26	Informative Speaking M.S. 7	
Sept 28	Persuasive Speaking M.S. 8	
Oct 3	Grading/Evaluation Info	
Oct 5	Practice Day – No Class	

Oct 10	Commemorative Speech (Group 1)
Oct 12	Group 2
Oct 17	Group 3
Oct 19	Informative Speech (Group 1)
Oct 24	Group 2
Oct 26	Group 3
Oct 31	Demonstration Speech (Group 1)
Nov 2	Group 2
Nov 7	Group 3
Nov 9	Persuasive Speech 1 (Group 1)
Nov 14	Group 2
Nov 16	Group 3
Nov 21	Persuasive Speech 2 (Group 1)
Nov 28	Group 2
Nov 30	Group 3

Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. I will always strive to be fair about any changes.