

# SPC 2608 – Effective Speaking

College of Central Florida

Department of Communication & Science

Fall 2022: August 18 – December 8

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**Adjunct Instructor:** John Gibb

**Course:** TH 5:30 PM – 8:15 PM – Bldg. 2, Room 116

**Office Hour:** TH 4:30 – 5:30 PM – Bldg. 2, Room 116

**Email:** [gibbj@cf.edu](mailto:gibbj@cf.edu) + Canvas Inbox

**Class Website:** on Canvas

## Extended Emergency Closure:

For emergency campus closings call 352-291-4499 or 800-831-9244 or check our website (CF.edu).

## Required Text & Materials

1. **Textbook:** O’Hair, D., Rubenstein, H., & Stewart, R. *A Pocket Guide to Public Speaking* (book title)  
Boston: Bedford / St. Martins **ISBN:** 978-1-4576-7040-4  
\*Book is 6<sup>th</sup> Edition (with a blue cover)

**Important Note:** Readings are to be completed by the date assigned to them in the Course Schedule. Lectures are designed to supplement, not replace, the readings. You will be tested on materials from both lectures and readings. **Make sure to bring your book to every class!**

2. **Materials:** 3x5 Notecards, Folder, College-Ruled Paper, Pencil
3. **Canvas:** I will use Canvas as the primary means to communicate with you during the semester. You are also required to download all relevant documents from Canvas, which is posted on a frequent basis based on course assignments, lectures, etc.

## Catalogue Course Description

The nature and basic principles of speech, with emphasis on improving speaking and listening skills common to all forms of communication through a variety of experience in public speaking. The course will include such activities as group discussion, videotaping, and student speeches to inform, to introduce, to persuade, and to commemorate special occasions. **Pre-Requisites:** None / **Credits:** 3

## Course Overview:

This course is designed to develop students’ competency in oral communication, an understanding and appreciation of the dynamic nature of the communication process, and the theoretical and practical requirements of different types of public presentations. The course will include instruction in speech-related topics, including basic research, message composition, speech preparation, audience analysis, vocal delivery, listening, non-verbal communication, speech criticism, and the processes of communication. The course also prepares students for participation in a variety of contemporary settings of cultural and social significance. Overall, this course should help you to develop skills that will translate themselves into other classes, activities and to your local and global community.

## **Learning Outcomes:**

The course emphasizes public speaking in both traditional and mediated formats. The emphasis of the course is on learning through performance and application of communication principles and tools. Students will learn, practice, and demonstrate abilities of integrating information and research through readings, discussions, speech analysis, and formal speaking assignments utilizing emerging technologies.

Specifically, upon the successful completion of this course students will:

1. Communication: The student will read, write, speak and listen effectively.
  - A. Read materials and effectively understand essential facts and concepts.
  - B. Write an organized document that communicates effectively/appropriately for the situation.
  - C. Listen actively to comprehend main ideas and essential details.
  - D. Express clear, well-organized ideas through oral communication.

## **CF College Policies:**

All CF College policies can be found on **CANVAS**. When you go onto Canvas, look to the tabs on the left-hand side and you will see one entitled College Policies. It is required that all students read through the policies. Information includes Equal Access / Equal Opportunity, Withdrawal from Class, Academic Integrity, CF Student Assistance Programs and numerous related items to help you at CF.

## **Course Challenge:**

**Challenge:** This course is challenging! It is in the sense of requiring you to learn new course concepts, to acquire and use new skills sets that will influence your critical thinking, writing and oral presentation. Additionally, it asks people to confront often their number one “fear,” speaking in front of others. There may be activities, additional readings, or discussions in class that may seem controversial. I ask that you keep an open mind to the thoughts of your fellow students and to the class material. Additionally, I encourage all students to feel free to disagree with me or any other classmate about any and all issues without fear of grade consequences.

**Attitudes:** In order to create an ideal and respectful learning experience, you must come to class with an open mind and a positive attitude towards each other. Therefore, check all racist, sexist, and homophobic thinking at the door. Inappropriate and offensive comments will not be tolerated in this class.

**Additional Note:** 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.

## **What to Expect from the Instructor?**

Overall, learning is a shared responsibility between the instructor and students. Therefore, it is important to understand the expectations for all members of the course. Largely, my job is to help you complete this course and to help you progress in your academic career. Additionally, you can expect the following from me:

1. I will challenge the things you say, how they are said, etc. **NOT** meant to offend but to encourage critical thinking and application of course concepts, etc. to what is being talked about.
2. I will always be prepared for class and actively looking for students to engage in the class lecture.

3. I will try my best to always be available. Meaning, if you have any questions about readings, assignments, grades, etc., please reach out and I will do everything I can to help you. However, I can only help you if you let me know what is going on.
4. I will return emails and graded assignments within a timely manner. Usually within 24 hours for emails and within a week for class assignments.

### Course Policies:

1. **Class Lectures:** The course schedule outlines what will be covered each day & week for class lecture. Each class will meet starting at 5:30 PM in Building 2, Room 116.
  - A. Class lectures are important to attend; so that you can get to know your fellow classmates, ask questions about lectures and other class related items.
2. **Attendance & Participation:** Will be affected by online Discussion Prompts, in-class attendance, and other smaller assignments.
  - A. **Attendance:** Students are expected to attend class when scheduled.
    - \*If you have any potential conflict (advance noticed preferred) or are sick, please let me know.
    - \*Attendance is required for ALL tests. There are no make-up tests.
    - \*Do **NOT** attend class if you are feeling sick in any fashion.
  - B. **Participation:** Participation means not only being physically present in class, but also being an active participant. It means joining in effectively in class exercises, asking thoughtful questions, offering insightful comments and feedback, and above all else, having READ the course materials.
    1. **Discussion Prompts (DP):** On select Mondays, a DP will be posted to the Discussions tab in Canvas. You will have until Friday at 11:59 PM to complete the weekly DP or lose 10 pts from your A&P grade.
    2. **Participation:** How one conducts themselves in the classroom will in turn affect their participation. As a result, sleeping in class (or looking like it), being a distraction, cell phone texting & ringing, and other actions determined by the instructor will result in a 3 – 5 pt. deduction for each infraction from your participation grade.
    3. **Class Activities:** During the semester, there may be class assignments turned in for class participation credit. Each assignment missed will result in a 10-pt. deduction from your participation grade for the class.
3. **Late Work:** Late work will NOT be accepted except in extreme circumstances (as determined by the instructor). If you have a conflict, please notify me at the earliest possible time. If you believe that you have a situation that would warrant a make-up and can provide documentation that clearly indicates that you were unable to meet the original date for the assignment due to circumstances beyond your control, then you should provide me with that information. Failure to contact me in a timely manner will cause the student to forfeit any possibility to make up the assignment. Making-up an assignment requires a special accommodation made at the convenience and discretion of the instructor. Students who miss an assignment will receive zero credit for those assignments and suffer the consequent effect upon their final grade.

4. **Graded Work:** After an assignment has been returned to the student, they have one week (7 days) to address any concerns, questions, etc. about a given grade. It is up to the instructor's discretion to potentially re-evaluate an assignment for a potential different grade. However, no grade will ever be lowered if a re-evaluation of the assignment is taking place.
5. **Course Etiquette:** First, treat others as you want to be treated. Make sure you are in class before it starts, be ready by having read, and bring questions about the lecture or assignments. Make sure that on speech days, you arrive early, or if you come late, wait in the hallway until you hear clapping. Above all else, I want this to be a positive experience for all of you and for each of you to learn the IMPORTANCE of YOUR VOICE!

### **Grading Scale:**

Course grades will be determined by your performance on speeches, homework assignments, discussions, 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. Introductory Speech (2-4 minutes)
  2. Informative Speech (4-6 minutes)
  3. Persuasive Speech #1 (5-7 minutes)
  4. Demonstration Speech (4-6 minutes)
  5. Persuasive Speech #2 (5-8 minutes)
  6. Commemorative Speech (3-5 minutes)
- \*Outlines must be sent to the instructor beforehand (20 points each).

### **Minor Speaking Assignments:**

1. Brown-Bag Speech (minimum of 3 items)
2. Most Embarrassing Moment
3. Who is someone that has been influential in your life?
4. You are trapped on an island by yourself. How would you attempt to escape?
5. If you could try one profession for a day, what would it be? Why?
6. What is your favorite quote and why is it your favorite?
7. 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:	70 points (10 points each)
Major Speeches:	600 points (lowest speech grade is dropped)
Speech Outlines:	120 points (20 points each)
Homework/Discussions:	100 points (20 points each)
Midterm:	110 points (100 + 10-point bonus)
TOTAL:	1,000 POINTS

\*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).

## Written Assignments:

1. **Student Speech Reflections:** You and a fellow member of the class, will team up and complete a reflection of each other's speech. This will occur two times, for the 2<sup>nd</sup> & 5<sup>th</sup> speeches of the semester.
2. **Draft Outlines:** For each of your speeches, you are required to produce a draft of your outlined speech for student and instructor comments. If no draft is provided, then you will receive a zero out of 20 points for the draft you do not turn in.

GOOD LUCK! You got this!

## Class Schedule:

\*\*\*\*Dates are subject to change as determined by the instructor.

### August 18

Syllabus Review + Course Introduction  
HW – Read Part 1 (Getting Started)

### August 25

Lecture – Part 1 (Speech Anxiety, Ethical Public Speaking)  
Minor Speech #1 (60 sec.)  
HW – Read Part 2 (Development), Discussion Prompt #1

### September 1

Lecture – Part 2 (Topic/Purpose, Credible Sources, Analyzing the Audience)  
Minor Speech #2 (60 sec.)  
HW – Read Parts 3 & 4 (Organization & Starting, Finishing, and Styling), Discussion Prompt #2

### September 8

Lecture – Part 3 & 4 (Organization Patterns, Outlines, Developing Introduction/Conclusion)  
Minor Speech #3 (60 sec.)  
HW – Read Part 5 (Delivery), Prepare Outline for Introduction Speech

### September 15

Lecture – Part 5 (Methods of Delivery, Voice in Delivery)  
Minor Speech #4 (60 sec.)  
HW – Read Parts 6 & 7 (Presentation Aids, Types of Speeches), Prepare for Introduction Speech

### September 22

Introduction Speeches  
Lecture – Parts 6 & 7 (Using Presentation Aids, Intro to Informative/Persuasive Speaking)  
HW – Prepare Outline for Informative Speech, Discussion Prompt #3

### September 29

Informative Speech Workshop  
Minor Speech #5 (60 sec.)  
HW – Read Part 8 (Online, Group, and Business Contexts), Prepare for Informative Speech

### October 6

Informative Speeches  
HW – Discussion Prompt #4, Prepare for Persuasive Speech #1 (+ Outline)

### October 13

Lecture – Part 8 (Online Presentations, Communicating in Groups)  
Persuasive Speech Workshop

### October 20 – ONLINE CLASS

Midterm Exam (via Canvas)  
DUE – Demonstration Speech Video Upload

### October 27

Persuasive Speeches #1  
HW – Read Part 9 (Speaking in Other College Courses), Prepare Outline for Demonstration Speech

### November 3

Make-Ups  
Persuasive Speech Workshop #2  
HW – Prepare Outline for Persuasive Speech #2, Discussion Prompt #5

November 10

Lecture – Part 9 (Speaking Across Curriculums)

Minor Speech #6 (60 sec.)

HW – Prepare for Persuasive Speech #2

November 17

Persuasive Speeches #2

November 24

THANKSGIVING BREAK – NO CLASS

December 1

Lecture – Commemorative Speeches

Minor Speech #7 (60 sec.)

Commemorative Speech Workshop (+ Outline)

December 8

Commemorative Speeches - Last Day of Class

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

The College of Central Florida is committed to helping you succeed and achieve your academic, personal, and career goals. There are a wide range of resources and support services available to you. When students are connected early to resources and support systems on campus, they are more likely to stay in classes, perform better in those classes, and complete their path more quickly. One example is through an Early Support Program, where you may receive an email indicating your professor or advisor is reaching out directly to help connect you to support services. This may include connecting you to tutoring, financial support, psychological support services, and disability services just to name a few. Be aware, you can also reach out to these services on your own as well. Additionally, we offer free tutoring, disability services, a testing center, and many other resources which are all available to you.