

College of Central Florida  
**SPC2608 Effective Speaking**

Fall 2022 Sec. 08

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

[burkej@cf.edu](mailto:burkej@cf.edu)

**Office hours:** before and after class through canvas conference or 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:**

Participation	10%
4 speeches	50%
Three journal articles	10%
Three quizzes	20 %
Midterm Exam	10%

**General Policies:**

**Participation:** **If you do not participate the day of a test or speech and you have not notified me, you will lose up to half its worth.** Participation is measured by your canvas activity each week.

**Speeches:** Two 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 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.

**Quizzes:** 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, written tests shall be a significant part of your grade as well as the speeches presented in class.

**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](mailto: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** – opening day of class, materials and assignments for chapters 1-5 posted on course page under “files”

**Mon. Aug. 29** – Quiz #1, chapters 1-5 and ppt. notes – complete on Canvas

**Wed. Aug. 31** – journal article review #1 due, any topic from chapters 1-5

**Mon. Sept. 12** – 4 Questions speeches presented IN CLASS

**Mon. Oct. 3** - Quiz #2 – chapters 6-18, and ppt. notes, complete on Canvas

**Wed. Oct. 5** – j.a.#2 due

**Mon. Oct. 10** – MIDTERM EXAM IN CLASS chaps 1-18

**Mon. Oct. 17** – Informative speeches due IN CLASS

**Wed. Oct. 19** – remaining speeches if necessary

**Mon. Oct. 31** – Special occasion speeches due

**Mon. Nov. 2**– journal article review #3 due

**Mon. Nov. 14** – Persuasive speeches due

**Wed., Nov. 16** – remaining persuasive speeches

**Mon. Nov. 28** – Test#3 due through 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 via email. It is my responsibility to be prepared for you each class and I expect the same of my students.