

# Syllabus

**SPC 2608- Effective Speaking**

**Fall 2022**

Dr. Denise Pasquale  
Assistant Professor of Communication

Course Information	Instructor Contact Information
<b>SPC 2608: Effective Speaking</b> , 3 Credit Hours	<b>Office Phone:</b> (352) 746-6721, ext. 6142
<b>Course Sections and Meeting Times:</b>	<b>Google Voice number:</b> (407) 984-5785
Section 41: M/W 9:30-19:45 a.m.	<b>Email:</b> <a href="mailto:pasquald@cf.edu">pasquald@cf.edu</a> or through CANVAS
Section 40H: M/W 9:30-10:45 a.m.	<b>Office:</b> Building 3, Room 208A
Section 42: T/R 11 a.m.-12:15 p.m.	<b>Office Hours:</b>
All classes meet on Citrus Campus, Building 3, Room 202	M/W 11 a.m.-2 p.m. T 12:30-2 p.m. R 12:30-3 p.m. F 5-7 p.m. online office hours through Zoom

## **Extended Emergency Closure**

“For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our [website](http://www.cf.edu) (CF.edu).”

## **Course Description and Requirements**

**Required Text Title:** A Pocket Guide to Public Speaking by Dan O’Hair, Hannah Rubenstein and Rob Stewart. Sixth Edition. ISBN No. 978-1-319-10278-4

**Materials needed:** Index cards, camera with microphone, internet access.

**Course Description:** No prerequisite. SPC 2608 presents principles of oral communication common to speaking and listening. Emphasis is on preparation and delivery techniques for extemporaneous speaking.

**CANVAS Requirement:** *You MUST check CANVAS weekly.* All assignments will be turned in on CANVAS and all quizzes and tests will be through CANVAS. I will use your CANVAS email to contact you periodically through the semester.

**If you are unfamiliar with CANVAS:** Go to [MyCF \(mycf.cf.edu/ICS/\)](http://mycf.cf.edu/ICS/), login, click on the Academics tab, and follow the link to Go to Canvas. You may access a self-tutorial by hovering over the Courses tab in Canvas and clicking on the Getting Started in Canvas course. Additional Canvas tutorials can be found under the help menu in the upper-right corner of your Canvas page. If you have any questions or encounter any problems logging on to Canvas or within the system, contact the Distance Learning Help Desk Monday through Friday, 8 a.m.-4:30 p.m. (fall and spring hours), or Monday through Thursday, 7:30 a.m.-5:30 p.m.

(summer hours), at [dlhelp@cf.edu](mailto:dlhelp@cf.edu) or at 352-854-2322, ext. 1317. You may also use the 24/7 Canvas help desk by clicking the Help link in the upper right corner of Canvas.

**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**

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

## **Outline of Course Work and Points Possible**

Brown Bag Speech	100
Personal Experience Speech	100
Informative Speech	100
Persuasive Speech 1	100
Persuasive Speech 2	100
Outlines (4 @ 25 pts)	100
Chapter/Class Assignments	100
Online Quizzes	100
Journals/Discussions	100
Final Exam	<u>100</u>
<b>TOTAL</b>	<b>1000 total points possible</b>

### **Grading Scale**

90-100 % = A
80-89 % = B
70-79% = C
60-69% = D
59 & under = F

60% of your grade is based on your speeches, 15% chapter/class assignments, 15% on online quizzes and 10% on the final exam.

## **SPEECH ASSIGNMENTS**

**Speeches** will be presented in-person during the class listed in the schedule.

**Outlines** will be posted to CANVAS by the due date listed in the Course Schedule.

- 1. BROWN BAG SPEECH (Show-n-Tell):** Each student will show an object and share the story or meaning behind it. The object must adhere to the rules for visual aids.  
**Goal:** To gain experience in using visual aids and following the speech outline.  
(Time Limit: **3-5 minutes**)
- 2. PERSONAL EXPERIENCE SPEECH:** The student will speak about a pet peeve, most important invention (not cell phones or computers), best or worse trip, or the most influential person in their life.  
**Goal:** To practice speaking and using the speech outline. Visual aids are not required but may be used.  
(Time Limit: **3-5 minutes**)
- 3. INFORMATIVE SPEECH WITH POWER POINT:** Each student will choose a topic relating to a person, place or object. This speech requires research sources to be cited verbally in the speech at least 3 times. A minimum of 3 PowerPoint slides must accompany the presentation. Good organization and delivery are required.  
**Goal:** To cite research effectively in a speech and learn to use PowerPoint correctly.  
(Time Limit: **4-6 minutes**)
- 4. PERSUASIVE SPEECH 1:** Choose a controversial topic/issue that you feel strongly about (non-acceptable topics include abortion, politics, and religion). Introduce a need or problem to the audience and a proposed solution. At least 3 cited sources are required in the speech.  
**Goal:** To practice citing research and to utilize the strategies of persuasion.  
(Time Limit: **4-6 minutes**) (Visual aids are optional)
- 5. PERSUASIVE SPEECH 2:** In this assignment, each student will create a persuasive speech designed to get the audience (me) to invest in a product or donate to a cause or charity. The audience (me) has a million dollars to invest or donate and the student must persuade me that their particular subject is worthy of my money. The student must address Ethos, Pathos and Logos in the speech and provide a detailed account of what the money will be used for. At least 3 cited sources are required.  
**Goal:** To showcase all skills acquired during this course. (Visual aids are required)  
(Time Limit: **4-6 minutes**)

**Please note that the actual speech assignments are subject to change at the discretion of the instructor. The types of assessments (speeches, outlines, quizzes, journals/discussions, and tests) will not change.**

## Assessment

- ❖ **Attendance:** Each student is required to attend 90% of class meetings, even if they are Zoom meetings online. Non-attendance does not constitute withdrawal from this course. It is the student's responsibility to complete the withdrawal forms by the appropriate date.
- ❖ **Grading:** Speeches will be graded based on what I see and hear during your performance. Outlines will be submitted and graded online. It is important to check my comments on your outlines.
- ❖ **Testing:** All quizzes and tests will be online through CANVAS. I rely on the honor system.

### Grading Scale

90-100 % = A  
80-89 % = B  
70-79% = C  
60-69% = D  
59 & under = F

- ❖ **Make-up policy:** Taking this class is a responsibility and so is meeting deadlines.

**Quizzes and Journal entries** will be open for at least a week on CANVAS. If you have not completed the work by the deadline on the course schedule, it will result in a zero. **I will not reopen it.**

**Outlines** will be due by the date listed in the course schedule. If you miss that deadline, you may email me your outline through CANVAS for my evaluation. I will give you feedback on it to make sure your speech will be correct, but you Will Not receive a grade for that outline. **I will not reopen it.**

**Speeches** have due dates listed in the course schedule. If you do not perform your speech on the date it is due, it will result in a zero. If there are emergency circumstances, you will need to contact me as soon as possible and provide documentation. I realize people get sick, **please** email me and let me know if you are unable to do your speech and why. At that time, I will decide as to whether you will be allowed to make-up the speech.

## Tentative Course Schedule/Outline:

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.

Module	Week	Preparation, Activities and Evaluation
<b>1</b>	<b>Week 1</b> Aug. 15-18	In-Class: Welcome, Syllabus and Introductions Read for the next class: Pages 2-20
	<b>Week 2</b> Aug. 22-25	In-Class: <b>Brown Bag Speeches due</b> Read for the next class : Pages 36-46 and 47-53
	<b>Week 3</b> Aug. 29- Sept. 1	In-Class: Lecture on Audience Analysis and Topic Choice Read for the next class : Pages 78-83 and 112-118 Online: <b>Journal/Discussion 1</b> due by 11:59 p.m.
<b>2</b>	<b>Week 4</b> Sept. 5-8	In-Class: Organizing a Speech Online: <b>Quiz 1</b> due by 11:59 p.m. Online: <b>Outline for Personal Experience Speech</b> due by 11:59 p.m.
	<b>Week 5</b> Sept. 12-15	In-Class: Lecture on Delivery Read for the next class : Pages 128-142 Online: <b>Journal/Discussion 2</b> due by 11:59 p.m.
	<b>Week 6</b> Sept. 19-22	In-Class: <b>Personal Experience Speeches due</b> Read for the next class : Pages 56-76 Online: <b>Quiz 2</b> due by 11:59 p.m.
<b>3</b>	<b>Week 7</b> Sept. 26-29	In-Class: Lecture on using visual aids and PowerPoint Read for the next class: Pages 144-152 Online: <b>Journal/Discussion 3</b> due by 11:59 p.m.
	<b>Week 8</b> Oct. 3-6	In-Class: Lecture on Research and Citing Sources. Read for the next class : Pages 158-165 Online: <b>Outline for Informative Speech</b> due by 11:59 p.m. Online: <b>Quiz 3</b> due by 11:59 p.m.
	<b>Week 9</b> Oct. 10-13	In-Class: <b>Informative Speeches with PowerPoint due</b> Read for the next class : Pages 171-178

<b>4</b>	<b>Week 10</b> Oct. 17-20	In-Class: Lecture on Persuasion and Persuasive strategies continues. Online: <b>Outline for Persuasive Speech I</b> due by 11:59 p.m. Online: <b>Journal/Discussion 4</b> due by 11:59 p.m.
	<b>Week 11</b> Oct. 24-27	In-Class: <b>Persuasive Speech I due</b> Read for the next class : Pages 195-200
	<b>Week 12</b> Oct. 31- Nov. 3	In-Class: Lecture on Special Occasion Speeches Read for the next class : Pages 214-221 Online: <b>Quiz 4</b> due by 11:59 p.m. Online: <b>Journal/Discussion 5</b> due by 11:59 p.m.
<b>5</b>	<b>Week 13</b> Nov. 7-10	Veteran's Day ---College Closed. Online: <b>Outline for Persuasive Speech II due by 11:59 p.m.</b>
	<b>Week 14</b> Nov. 14-17	In-Class: <b>Persuasive Speech II due</b> Online: <b>Quiz 5</b> due by 11:59 p.m.
	<b>Week 15</b> Nov. 21 & 22  Nov. 23-25	In-Class: Review for Final Exam. Online: <b>Quiz 6</b> due by 11:59 p.m., November 22 <sup>nd</sup> . <b>Honors Assignment:</b> Research Paper or Interview due by 11:59 p.m., Tuesday, November 22.  Thanksgiving Holiday---College Closed
	<b>Finals Week</b> Dec. 2	<b>Final Exam</b> on CANVAS due by 11:59 p.m., Friday, Dec. 2 <sup>nd</sup> .

## Course Policies

- ❖ **Stay muted:** Keep yourself muted on Zoom unless you are asked a question or have a question.
- ❖ **Be courteous and polite during class:** Do not interrupt the instructor's lecture unless you have a question.
- ❖ **Visual Aids:** Nothing dangerous or illegal can be used for visual aids. This includes but is not limited to, alcohol, firearms, weapons, toxic chemicals, etc. Be mindful of your surroundings and the safety of others.
- ❖ **Attire:** Please dress appropriately for your speech and for presenting in front of an audience, even though it is on Zoom. I want to see that you know what appropriate attire is for a speaking situation. Generally, this is considered business casual.
- ❖ **Speech Presentations:** Always stand to present your speech. Act as if you are in front of an audience. Do not present outside or in a noisy area or in your car. Do not present your speech while you are at work. Make sure that the camera/microphone will pick up sound effectively.
- ❖ **Audience members:** Due to COVID-19 precautions, we are not requiring an audience to be physically present when you deliver your speeches. If, however, you live with someone who doesn't mind being your audience, that is fine. When presenting your speech during our Zoom class meetings, your classmates will be your audience.

**Please, see the College Policies on the CANVAS Course page menu.**

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 disability services, a testing center, and many other resources which are all available to you. [Please refer to the College Resources, Dates, and Policies document in your Canvas course to learn more about these supports.](#)

