

Effective Speaking

Mr. Eric D. Warner
Associate Professor of Speech

SPC 2608: Effective Speaking, 3 Credit Hours
Spring Term 2023
Class Time: TH 9:30am – 10:45am; 12:30pm – 1:45pm
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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 Speaking (final draft) outlines 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 (3-5 minutes)
3. Demonstration Speech (4-6 minutes)
4. Persuasive Speech (4-6 minutes)
5. Student Choice (4-7 minutes)

Minor Speaking Assignments (less than 60 seconds)

1. Introductory Speech
2. Brown-Bag Speech (minimum of 3 items)
3. Which holiday is the best? (Give at least 2 reasons why)
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
Jan 10	Syllabus	HW Assignment 1 (Due 1/12)
Jan 12	Intro to Speech	
Jan 17	Managing Anxiety M.S. 1	HW Assignment 2 (Due 1/19)
Jan 19	Purpose and Thesis M.S. 2	Thesis Worksheet
Jan 24	Outlining Thesis Worksheet	HW Assignment 3 (Due 1/26)
Jan 26	Intro and Conclusion	
Jan 31	Outline analysis	HW Assignment 4 (Due 2/7)
Feb 2	Audience Analysis M.S. 3	
Feb 7	Supporting Materials M.S. 4	
Feb 9	Speech Delivery M.S. 5	HW Assignment 5 (Due 2/16)
Feb 16	Visual Aids M.S. 6	
Feb 21	Informative Speaking M.S. 7	
Feb 23	Persuasive Speaking M.S. 8	
Feb 28	Grading/Evaluation Info	

Mar 2	Commemorative Speech (Group 1)
Mar 7	Group 2
Mar 9	Group 3
Mar 21	Informative Speech (Group 1)
Mar 23	Group 2
Mar 28	Group 3
Mar 30	Demonstration Speech (Group 1)
Apr 4	Group 2
Apr 6	Group 3
Apr 11	Persuasive Speech (Group 1)
Apr 13	Group 2
Apr 18	Group 3
Apr 20	Student Choice (Group 1)
Apr 25	Group 2
Apr 27	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.