

# Effective Speaking

Mr. Eric D. Warner  
Associate Professor of Speech

SPC 2608: Effective Speaking, 3 Credit Hours  
Spring Term 2023  
Class Time: MW 11:00am – 12:15pm  
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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

<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>					
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)
<b>TOTAL:</b>	<b>780 POINTS</b>

### 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

<b>Date</b>	<b>Classwork</b>	<b>Assignment</b>
Jan 9	Syllabus	HW Assignment 1 (Due 1/11)
Jan 11	<b>Intro to Speech</b>	
Jan 18	<b>Managing Anxiety</b> M.S. 1	HW Assignment 2 (Due 1/23)
Jan 23	<b>Purpose and Thesis</b> M.S. 2	Thesis Worksheet
Jan 25	<b>Outlining</b> Thesis Worksheet	HW Assignment 3 (Due 1/30)
Jan 30	<b>Intro and Conclusion</b>	
Feb 1	Outline analysis	HW Assignment 4 (Due 2/8)
Feb 6	<b>Audience Analysis</b> M.S. 3	
Feb 8	<b>Supporting Materials</b> M.S. 4	
Feb 13	<b>Speech Delivery</b> M.S. 5	HW Assignment 5 (Due 2/20)
Feb 15	<b>Visual Aids</b> M.S. 6	
Feb 20	<b>Informative Speaking</b> M.S. 7	
Feb 22	<b>Persuasive Speaking</b> M.S. 8	
Feb 27	Grading/Evaluation Info	

<b>Mar 1</b>	<b>Commemorative Speech (Group 1)</b>
<b>Mar 6</b>	<b>Group 2</b>
<b>Mar 8</b>	<b>Group 3</b>
<b>Mar 20</b>	<b>Informative Speech (Group 1)</b>
<b>Mar 22</b>	<b>Group 2</b>
<b>Mar 27</b>	<b>Group 3</b>
<b>Mar 29</b>	<b>Demonstration Speech (Group 1)</b>
<b>Apr 3</b>	<b>Group 2</b>
<b>Apr 5</b>	<b>Group 3</b>
<b>Apr 10</b>	<b>Persuasive Speech (Group 1)</b>
<b>Apr 12</b>	<b>Group 2</b>
<b>Apr 17</b>	<b>Group 3</b>
<b>Apr 19</b>	<b>Student Choice (Group 1)</b>
<b>Apr 24</b>	<b>Group 2</b>
<b>Apr 26</b>	<b>Group 3</b>

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.

### **For Honors students only**

In addition to the assignments listed in the syllabus above, Honors students must also write and submit the following essay assignment:

## Research Paper (Honors Credit)

You will be required to write a research paper using one of the topics listed below. The requirements for this paper are:

- 3-4 pages long
- Typed
- 12-point font
- 1-inch margins
- Double-spaced
- In-text citations in either MLA or APA style
- Bibliography with a minimum of 3 cited sources
- Cover page (please include your name and course section number)

Papers will be graded on both form and content and should be free of grammatical and spelling errors. **Due date is: March 9<sup>th</sup>**

Choose one of the following topics:

1. Discuss the importance of eye contact in American culture. What do we assume about people who do not/cannot make eye contact when communicating? Why do some cultures put such an emphasis on it while others seem to de-emphasize its importance?
2. Choose one aspect of nonverbal communication (environment, physical appearance, odor, personal space, gestures, posture, touch, vocal cues, facial expression). Describe that aspect and explain how it affects our communication experience and how we use it in order to communicate.
3. Research the major methods of treatment for communication apprehension (stage fright). Explain each treatment and which, in your opinion, would be most effective.
4. Select 3 different ads or commercials from TV or online platforms. Describe each ad. Using Maslow's Hierarchy, explain which level(s) are being used by the creators of each ad and how effective or ineffective you think the ad is.