

College of Central Florida
SPE2608 Effective Speaking
Spring 2023

Professor Jane E. Burke, B.S., M.A. ABD
(burkej@cf.edu)

Office hours: T-TH 11:45 -12:30 or by appt.

Text: *A Pocket Guide to Public Speaking*, O’Hair, Rubenstein, Stewart, 6th ed.

Course Objectives:

- To identify the basic components of communication
- To identify the importance of audience analysis
- To illustrate and utilize effective public speaking tools in a variety of situations
- To express thoughtful, well-organized ideas through oral communication

Grading:

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

General Policies:

Participation: Class starts at the posted time, please be here on time. 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 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

Jan. 10 – intro to course, explanation of syllabus and requirements

Jan. 12 – Chaps. 1-2

Jan. 17 – Chaps. 3-5

Jan. 19 – assign 1st journal article review and review for quiz #1

Jan. 24 – Quiz #1 online thru canvas

Jan. 26 – journal article #1 due, gen. delivery notes, assign 4 Question speech

Jan. 31- OFF

Feb. 2 - OFF

Feb. 7 - 4 Question speeches due

Feb. 9 – remainder of speeches if needed, Chaps. 6-8

Feb. 14 – Chaps. 10-12, assign pull card speeches

Feb. 16 – Chaps. 13-15

Feb. 21 – pull card speeches due

Feb. 23 – Chaps. 16-18, assign j.a. #2, review for quiz #2

Feb. 28 – Quiz #2 online thru canvas

Mar. 2 – journal article #2 due, make up speeches, review for midterm

Mar. 7 – MIDTERM EXAM IN CLASS

Mar. 9 – Chaps. 19-23, assign informative speech

Mar. 13-17 OFF for Spring Break

Mar. 21 – Informative speeches due, assign j.a. #3

Mar. 23 – remaining informative speeches

Mar. 28 – Chap. 25 , assign special occasion speech

Mar. 30 – Journal article #3 due, present in class, App. B

April 4 – Special occasion speeches due

April 6 – Chaps. 23-24, assign persuasive speech

April 11 – catch up day

April 13 – Persuasive speeches due

April 18 – Persuasive speeches

April 20 – Persuasive speeches

April 25 – make up day & review for last quiz

April 28 – Quiz online thru 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.