

College of Central Florida
SPC 2608: Effective Speaking
 Spring 2023
 Instructor: Laurie D. Reeder
laurie.reeder@marion.k12.fl.us

I. Course Information

Course Title:	Effective Speaking	Course Number	SPC 2608
Credit Hours:	3	Instructor Name:	L. Reeder
Course Location:	WPHS Building 7/Room 26	Meeting Dates:	ODD Class Periods M-TH EVEN Class Periods M-W, FR
Office Location:	Building 1/Room 15	Office Hours:	M-FR during "A" lunch
Telephone Number	352-291-4000, extension 56663	E-mail:	laurie.reeder@marion.k12.fl.us

Extended Emergency Closure

“For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our website [website](http://www.marion.k12.fl.us) (CF.edu).”

II. Course Description

SPC 2608 is a three-credit hour course required for an Associate of Arts degree and for many Associates in Science programs. SPC 2608 presents principles of oral communication common to speaking and listening. Emphasis is on preparation and delivery techniques for extemporaneous speaking. The course is designed to teach and/or reinforce specific skills applicable to the Communication Department goals and the College of Central Florida educational outcomes.

Required Text – Title:	<i>A Pocket Guide to Public Speaking</i> , 6 th Edition	Author of Text:	Dan O’Hair Hannah Rubenstein Rob Stewart
Edition:	6 th Edition	ISBN No.:	978-1-319-10278-4
Required Materials:	Textbook Notebook with section for journal Index Cards	Optional Materials:	Post-Its Highlighters

III. Student Learning Outcomes/Course Objectives

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.		X			
2. Write an organized document that communicates effectively and appropriately for the situation.			X		
3. Listen actively to comprehend main ideas and essential details.				X	
4. Express clear, well-organized ideas through oral communication.		X	X	X	
5. Express appropriate eye contact, vocal variety, and natural movement when presenting.		X		X	
6. Use visual aids appropriately when presenting.				X	
7. Reference strong and appropriate supporting material when speaking.				X	
8. Articulate ideas clearly without mispronunciation or improper grammar.		X		X	

IV. Assessment

Attendance: Each student should attend all class meetings. In order to develop your speaking skills, you need to participate in class activities and always be here to listen to the speeches of your fellow classmates. Therefore, regular attendance is expected. It is important that you attend every class to learn about the various aspects of speech development and delivery. Your attendance and participation grades will be adversely impacted when you miss class.

Attendance is required for all tests and **make up tests are rare and require approval from the instructor.** Non-attendance does not constitute withdrawal from this course. It is the student's responsibility to complete the withdrawal forms by the appropriate date. (Attendance accounts for 5% of Final Grade.)

Last Day to Add Classes	January 10, 2023
Last Day to Drop Classes	January 11, 2023
Last Day to Withdraw with a W	April 18, 2023

Make-up policy: No make-up work will be given unless there is an emergency or prior approval has been given by the instructor. In such an event, you must notify your professor before the exam or item is due unless the emergency prohibits it and you may be asked to bring proof of the emergency. A make-up exam must be taken within one week of the original exam date unless the emergency prohibits it. While you do not need to disclose personal details, let your professor know as soon as possible if something is preventing you from participating online or completing work.

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Minor Speaking Assignments (See outline/notecard requirements below) 50 points each

1. Brown-Bag Speech (2-4 minutes) (Written speech outline required)
2. Dream or Vision Board Speech (3-6 minutes) (Typed outline required)
3. Most Embarrassing Moment (3-4 minutes) (One to Five 4 x 6 inch index cards required)
4. Figurative Language Speech (3-4 minutes) (Typed outline required + copies of lyrics)

Major Speaking Assignments 100 points each
(First three speeches require both a **TYPED *working* AND *speaking* outline; final speech requires ONLY a typed *speaking* outline)**

1. Informative Speech (4-6 minutes) (Typed Outline and Works Cited page)
2. Demonstration Speech (6-8 minutes) (Typed Outline and Works Cited page)
3. Persuasive Speech (4-6 minutes) (Typed Outline and Works Cited page)
4. Commemorative or Influential Person Speech (3-5 minutes) (Typed Outline)

Assignment Point Values

4 Major Speeches:	400 points	(100 points each)
4 Minor Speeches:	200 points	(50 points each)
5 Tests:	200 points	(40 points each)
5 Homework Assignments:	400 points	
Participation	100 points	

Participation Activities May Include . . .

- Impromptu speaking
- Eye contact exercise
- Journal responses
- Attendance

Homework Assignments

- Dream Board Visual (50 points)
- Informative Working Outline (100 points)
- Demonstration Working Outline (100 points)
- Persuasive Working Outline (100 points)
- Persuasive Speech Analysis/Survey Form (50 points)

Final Exam:	200 Points
TOTAL:	1500 POINTS

One test grade may be dropped at the end of the semester. No speech, outline, or final exam grades may be dropped.

The informative, demonstrative, and persuasive outline must follow the MLA format of documentation. See page 259 for more specific explanations. Detailed rubrics will be distributed to help you in all of these assignments. For more help with MLA documentation, see the following website: <https://owlenglish.purdue.edu/>

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Date	Classwork and Assignment Due Dates (IN BOLD PRINT)
January 5-6	Preview Review list of speeches Share Best Ways to Introduce a Speech
January 9-13	Week One Review Rubric for First Speech (Brown Bag) Discuss possible outlines to use for Brown Bag Speech Eye Contact Exercise if time
January 16-20	Week Two January 16 – MLK Holiday Review Canvas and How to Navigate Discuss Dream Board Rubric and Speech January 18 – Minor Speech 1: Brown Bag Speeches Begin (Speaking Outline Checked Day One; if missing, student loses 5 points on actual speech)
January 23-27	Week Three Discuss Dream Board Speech Discuss how to Outline the Informative Speech (pages 96-109 in text) Practice Projection Discuss how to get rid of fillers Discuss Figurative Language and Rhetorical Strategies
January 30-February 3	Week Four January 31 – Begin Dreamboard Speeches
February 6-10	Week Five February 6 – Complete Dreamboard Speech Discuss the Embarrassing Moment Speech
February 13-17	Week Six February 13 - Informative WORKING Outline due on Canvas at midnight (will not accept after midnight on February 18; grade dropped by 10 points each day late) February 14 - Discuss Demonstration Speech Working Outline February 15 – Test One (Chapters 1-5) February 16-17 - Minor Speech 3: Embarrassing Moment Speeches Begin (Speaking Notecards Checked Day One; if missing, student loses five points on actual speech)
February 20-24	Week Seven February 20 - Complete Embarrassing Moment Speeches Discuss Script Scoring and Nonverbal Communication Discuss the Figurative Language Speech Discuss the use of Visual Aids (see Chapters 19-21)

Date	Classwork and Assignment Due Dates (IN BOLD PRINT)
February 27- March 3	Week Eight February 29 - Minor Speech 4: Figurative Language in a Song (Speaking Outline Checked Day One; if missing, student loses 5 points on actual speech)
March 6-10	Week Nine March 6 – Test 2 (Chapters 6-10) March 7 -- Major Speech 1: Informative Speech Begins (Typed Speaking Outline Checked; if missing, student loses 5 points on actual speech)
March 13-17	Spring Break! March 13 - Demonstration WORKING Outline due on Canvas at midnight (will not accept after midnight on March 17; grade dropped by 10 points each day late)
March 20-24	Week Ten March 20 – Teacher Work Day – No Classes! March 21 – Discuss Persuasive Speech (Outline and Audience Analysis) March 22 --Test Three (Chapters 11-12) March 26 – Audience Analysis Due (under DISCUSSION) in Canvas by midnight
March 27-31	Week Eleven March 27 – Complete Audience Analysis Surveys in Class March 28 - Major Speech 2: Demonstration Speeches Begin (Typed Speaking Outline Checked Day One)
April 3-7	Week Twelve Complete Demonstration Speeches April 2-- Persuasive WORKING Outline Due at midnight (will not accept after April 7)
April 10-14	Week Thirteen April 11 – Test Four (Chapters 14-18) April 12 - SAT for 11th graders
April 17-21	Week Fourteen April 18 – Major Speech 3: Persuasive Speeches Begin (Typed Speaking Outline Checked First Day) April 19 – Test Five (Chapters 19-21 and 23-25)
April 25-29	Week Fifteen April 28 - Major Speech 4: Commemorative/Influential Person Speeches Begin (Typed Speaking Outline Turned in at End of Speech)
May 1-5	Week Sixteen Complete Commemorative/Influential Person Speeches FINAL EXAM WEEK (EXAM TBA – probably May 3)
May 2	College of Central Florida Graduation



STATEMENT: 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.

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.

EFFECTIVE SPEAKING REQUIREMENTS AND REMINDERS

Things to Remember

1. The instructor reserves the right to amend this syllabus as well as the assignment sheet as deemed necessary.
2. Reading material should be read even if we do not cover it in class. Anything that has been assigned may appear on the final exam.
3. To receive credit for major speeches, both **working** outlines and **speaking** outlines must be typed.
4. Speech outlines **must** be ready on the day speeches begin and will be checked for a grade. If students do not have their outline, they will lose 5 points on their speech **even** if they are not called on to present that day. Absent students will also lose the 5 points unless prior arrangements have been made. If a student’s name is called to speak and the student is not prepared, the student loses 5 points on the speech. If a student’s name is drawn to speak and the student is not present, the student still loses 5 points unless prior arrangements have been made with the instructor. Each day that students do not have their outlines, they lose 5 more points. This process continues throughout the week concerning outlines and student speakers. All speeches must be done within the assigned speech period. Students with excessive absences will not be able to make up the missed speech.
5. Three working outlines are assigned throughout the semester. These are outlines where the entire speech is written out in order to prepare the best speech possible. These are turned in on Canvas. There will be a due date but there will still be a few more days after the assignment that the outline may be turned in to Canvas although points are lost for each day late. Once the final date arrives, the assignment closes, and outlines cannot be made up unless prior arrangements have been made with the instructor.
6. Students may not make up a missed exam without a prior note and/or doctor’s note for the absence. One test grade, other than the final exam, may be dropped. Missed tests must be made up within a week. Otherwise, the student takes a zero for that test grade.
7. All speeches and outlines are required for course completion. These grades may NOT be selected as a lowest grade to drop.

Class Rules and Requirements

1. It is extremely important that all members of the class feel comfortable and free to speak and share. We only learn by experiencing different views and ideas. We can disagree but not be disagreeable.
2. Students must be on time each class period; excessive tardies can affect your final average in this course as can absences.
3. Never enter the class when someone is already at the podium speaking; likewise, do not leave the classroom when someone is speaking. Respect for a person’s presentation time is **IMPERATIVE**.
4. Cell phones are especially intrusive in a public speaking class. Cell phones and/or laptops should be out of sight during all student speeches. Use of cell phones at inappropriate times can result in lowered speech grades and/or lowering of participation grade.



I have a story; you have a story; we *are* our stories!

GRADING SCALE

A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-76
D	60-69
F	Below 60



Website to help with outlining speeches.

<https://owlenglish.purdue.edu/>

Websites to help with researching speeches.

www.worldnetdaily.com

www.americanrhetoric.com

http://galesites.com/k12/fl_marionlibserv

<https://www.reuters.com>

www.foxnews.com

<https://www.bbc.com>

www.cnn.com