

Effective Speaking Spring 2023

Spring C (Jan 9, 2023 – May 4, 2023)

I. Course Information

Course Title: Effective Speaking

Meeting Day & Time: Online

Course No. and Section: SPC2608.72

Course Location: Canvas

Credit Hours: 3

Instructor Name: Rory Wells

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Office Location: 4-201F- Citrus

Email: wells@cf.edu

Office Hours: Mon & Wed

12:30pm – 1:30pm

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).

II. Course Description

My teaching philosophy: Everyone learns differently, and teaching styles need to be flexible to accommodate all students. I strive to bring understanding in my designated discipline in a manner that will help students not only to succeed academically but also to inspire students to keep learning throughout their lives. In addition to teaching students, I also learn from them. Every semester brings a new opportunity to learn how to be a better educator using feedback from students.

COURSE DESCRIPTION and EXPECTATIONS: The course SPC2608 is a three-credit hour course available for an Associate of Arts Degree and for many Associate in Science programs. There is no prerequisite or co-requisite. SPC2608 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 CF educational outcomes.

Required Text Title: *A Pocket Guide to Public Speaking*

ISBN No.: 9781319102784

Author of Text: Dan O'Hair

Required Materials: Recording device for speeches/ YouTube account

Edition: 6th

Optional Materials:

III. Student Learning Outcomes/Course Objectives

The following list offers students a consistent way to see how CF's global learning outcomes are assessed in each class. This is for information purposes only and does not change the grading system used in this class. Only those learning outcomes relevant to this course are included below.

Course-related Institutional Learning Outcomes & Assessment Methods

Effective Speaking- SPC2608

Institutional Learning Outcomes	Quiz	Exam	Project/ Paper	Classroom Activity	Service Learning
Critical Reasoning: The student will reflect, analyze, synthesize, and apply critical thinking.					
1. Accurately interpret evidence, statements, graphics, questions, etc.			x	x	
2. Identify important arguments.			x	x	
3. Thoughtfully analyze and evaluate alternative points of view.				x	
4. Justify and explain assumptions and reasons			x		
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	x	
3. Listen actively to comprehend main ideas and essential details.			x	x	
4. Express clear, well-organized ideas through oral communication.			x	x	
Global Socio-Cultural Responsibility: The student will be an informed and responsible citizen in social, cultural, and global matters.					
1. Demonstrate an understanding of the values and expressions of other cultures that arise from human experience.			x		
2. Recognize complex historical, cultural, economic, and political forces that create societies as well as how these forces shape personal identity.			x		
3. Understand the local and global connections between self-direction, cooperation, respect, responsibility, integrity, and social success.			x	x	
Computer & Information Skills: The student will be able to evaluate the importance of technology and its applications.					
1. Organize data or information using appropriate electronic media.			x		
2. Access, research, and retrieve information using the Internet.			x		
3. Communicate with others using electronic media.				x	

IV. Assessment

Attendance: Initial attendance will be verified by participation in the Orientation Quiz by Jan 22nd. This course is fully online. Assignments and speeches are due on dates posted in course outline available in the Syllabus tab and in each module. Non-attendance does not constitute withdrawal from this course. It is the student's responsibility to complete the withdrawal forms by the appropriate date. The withdrawal deadline for Spring 2023 is Mar 31.

ALL GRADES ARE IN POINTS NOT PERCENTAGES

Assignments and Points

Completion of Orientation Test	30 points
Chapter Quizzes	150 points (5 @ various points each)
Discussion/Postings (8 @ 15 each)	120 points
Do's and Don't's Quiz	20 points
Speech Video Analysis	80 points
Introduction Speech	25 points
Brown Bag Speech	75 points
Special Occasion Speech	100 points
Informative Speech	100 points
Persuasive Speech #1	100 points
Working outlines	120 points (3 @ 40 points each)
Evaluation of fellow student	40 points (2 @ 20 points each)
Self-Evaluation	40 points (4 @ 10 points each)

GRADE VALUES

A	1000 – 900
B+	899 – 885
B	884 – 800
C+	799 – 785
C	784 – 700
D	699 – 600
F	Below 600 points

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 Quiz or item is due unless the emergency prohibits it and you may be asked to bring proof of the emergency. 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.

V. Course Schedule/Outline: Posted at the end of the syllabus and in the Canvas course under Syllabus header. **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.**

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 free tutoring, 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 and policies.](#)

SPEECHES and COURSEWORK DETAILS

AUDIENCE REQUIREMENT: You will be required to record your speeches, upload them to YouTube as Unlisted, and submit your URL. Each speech must have an audience of at least 3 people over the age of 12. Your camera person counts as one audience member and both you and your audience must be clearly visible in the scene for the duration of your speech. If I cannot see your face clearly, I will not be able to grade your presentation appropriately. I recommend you record a test video to check your lighting and be sure that you are visible. Children under the age of 12 do not count as audience members. You should present and record your speeches as if you are in the classroom presenting to a live audience.

ORIENTATION TEST: This test will cover items from the syllabus. You will have 60 minutes to complete the test and you must pass the test - YOU CAN TAKE THE TEST 2 TIMES AND CANVAS WILL RECORD THE HIGHEST SCORE. This is worth 30 points.

DISCUSSION/POSTINGS: I will post eight (8) discussion items worth 15 points each. You must address all areas in order to get the full credit and of course the areas have to be correct if they are a question from the readings; at times it will be your opinion.

CHAPTER QUIZZES: There are 5 quizzes covering the material you will learn from reading the chapters. Each quiz has a different point value but will total 150 points. These are not timed quizzes and will help to ensure that you are understanding the material from the textbook. You will have only one attempt on each quiz but you do not need to feel rushed since there is no time limit. I would rather you take the time to look into your textbook for the answer instead of taking a random guess. You will not remember your guess but will hopefully remember after locating the answer.

SPEECH VIDEO ANALYSIS: Find a video of a well performed speech and post for your peers to view. You will write an analysis of at least 250 words pointing out at least three (3) key aspects that make it a good speech. Analyzing a speech and reviewing what your peers are posting will help you when you are designing your speeches.

INTRODUCTION SPEECH: Post a 3-4 minute video of your personal introduction or other topic of your choice to get used to filming, speaking and uploading. Speak about yourself, your family, your pets, whatever you are most comfortable with just to get used to how your real speeches will be presented. No outline is required for this speech but you may prepare one for practice and email it to me for feedback. Sources are not required but if you choose to use a source of any type, a citation page **MUST** be included. This speech is worth 25 points.

BROWN BAG SPEECH: This speech should be 3-4 minutes (no less than 3 minutes). This is a show and tell type speech. You will select an item of your choice and tell your audience the meaning behind that item. This speech will give you experience with using visual aids. No outline is required for this speech but you may prepare one for practice and email it to me for feedback. Sources are not required but if you choose to use a source of any type, a citation page **MUST** be included. This speech is worth 75 points.

SPECIAL OCCASION SPEECH: Review pages 195-205 in your text for specific information on content and type of special occasion speech you may want to present. Samples speeches shown on page 201 (wedding toast, award presentation, birthday celebration, etc.) The type and topic of this speech is your choice. Visual aid and references are not required for this speech. This speech needs to be about four minutes in length (no less than 3 minutes). Purpose: To demonstrate the ability to speak in front of an audience and deliver a speech designed at marking the occasion of the selected topic. Sources are not required but if you choose to use a source of any type, a citation page **MUST** be included. This speech is worth 100 points.

INFORMATIVE SPEECH: Review pages 158-171 for specific information on Informative speeches. A sample Informative speech is shown on page 166. You may use the topic of your choice. Visual aid and two (2) references are required with this speech. Your two references **MUST** be mentioned verbally in your speech and your visual aid must be referenced during the speech. Speech should be 4-6 minutes in length (no less than 4 minutes will be accepted). Purpose: To inform the audience about some type of idea, person, place, issue, or concept; this can also be a demonstration of some type of process. This speech is worth 150 points.

PERSUASIVE SPEECHES 1: Review pages 171-195 for specific information of Persuasive speeches. A sample persuasive speech is shown on page 191. You may use the topic of your choice. This speech should be 4-6 in length. A visual aid and at least two (2) references are required to support your position; these must be mentioned verbally in the speech. Purpose: to persuade your audience to follow your stance on the topic of the speech. This speech is worth 150 points.

WORKING OUTLINE: A Working Outline will be turned in for all Informative and Persuasive speeches—see the course schedule for due dates. A template with specific instructions concerning this outline can be found in the Important Class Documents module. The outlines must be typed and in the appropriate format; the length of the outline will be determined by both the length and complexity of the speech you are developing. **A citation page and in-text citations will be required for all working outlines, please see outline examples and notes in the modules area.** Each of the outlines is worth a total of 40 points (3 @ 40= 120 points). **Failure to include the citation page with the outline will result in a zero grade – no exceptions.** All students should have completed ENC1101 and be familiar with citing sources. If you need a refresher, please visit: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

SELF-EVALUATIONS: You will be expected complete four self-evaluations and these will each be due the same time as each speech. The questions are posted in each module were the evaluations are due. Each

evaluation is worth 15 points. These self-evaluations help you to identify areas that you feel you are strong performing and areas where you notice you need more work. Yes/No answers are not sufficient and you should provide detailed answers.

PEER EVALUATIONS: You will be submitting a peer review for the Informative and Persuasive speeches. The questions are posted inside the modules where each evaluation is due. I am really looking at how well you are able to apply what you have learned in the class, not just criticism of your peer. Each evaluation is worth 20 points (40 points in total).

COURSE OUTLINE:

Week 1	<u>Jan 9 - Jan 15</u>	<u>Due Dates:</u>
	Orientation Test	Jan 22 by 11:59pm
	Read Ch 1-5	
	Post Discussion 1 ch 1-5	Jan 15 by 11:59pm
	Quiz 1 Ch 1-5	Jan 15 by 11:59pm
Week 2	<u>Jan 16 - Jan 22</u>	
	Post Discussion 2 ch 6-10	Jan 22 by 11:59pm
	Read Ch 6-10	
	Discussion A (needed for attendance)	Jan 22 by 11:59pm
	Quiz 2 Ch 6-10	Jan 22 by 11:59pm
Week 3	<u>Jan 23 - Jan 29</u>	
	Read Ch 11-15	
	Post Discussion 3 ch 11-15	Jan 29 by 11:59pm
	Quiz 3 Ch 11-15	Jan 29 by 11:59pm
Week 4	<u>Jan 30 - Feb 5</u>	
	Read Ch 16-21	
	Post Discussion 4 ch 16-21	Feb 5 by 11:59pm
	Quiz 4 Ch 16-21	Feb 5 by 11:59pm
Week 5	<u>Feb 6 - Feb 12</u>	
	Read Ch 22-25	
	Post Discussion 5 ch 22-25	Feb 12 by 11:59pm
	Quiz 5 Ch 22-25	Feb 12 by 11:59pm
Week 6	<u>Feb 13 - Feb 19</u>	
	Speech presentation do's and don't's	Feb 19 by 11:59pm
	Speech Analysis Report	Feb 19 by 11:59pm
Week 7	<u>Feb 20 - Feb 26</u>	
	Post Intro Speeches	Feb 26 by 11:59pm
Week 8	<u>Feb 27 - Mar 5</u>	
	Post Brown Bag Speech	Mar 5 by 11:59pm
	Post Self-Evaluation for Brown Bag Speech	Mar 5 by 11:59pm
Week 9	<u>Mar 6 - Mar 12</u>	
	Post Peer Evaluation from Brown Bag Speech	Mar 12 by 11:59pm
	Post Working Outline for Special Occasion Speech	Mar 12 by 11:59pm

Week 10	<u>Mar 13 - Mar 19 SPRING BREAK</u>	
Week 11	<u>Mar 20 - Mar 26</u>	
	Post Special Occasion Speech	Mar 26 by 11:59pm
	Post Self-Evaluation for Special Occasion Speech	Mar 26 by 11:59pm
Week 12	<u>Mar 27 - Apr 2</u>	
	Post Peer Evaluation for Special Occasion Speech	Apr 2 by 11:59pm
	Post Working outline for Informative Speech	Apr 2 by 11:59pm
Week 13	<u>Apr 3 - Apr 9</u>	
	Post Informative Speech	Apr 9 by 11:59pm
	Post Self-Evaluation of Informative Speech	Apr 9 by 11:59pm
Week 14	<u>Apr 10 - Apr 16</u>	
	Post Peer Evaluation for Informative Speech	Apr 16 by 11:59pm
	Post Working Outline for Persuasive Speech	Apr 16 by 11:59pm
Week 15	<u>Apr 17 - Apr 23</u>	
	Post Persuasive Speech	Apr 23 by 11:59pm
	Post Self-Evaluation for Persuasive Speech	Apr 23 by 11:59pm
Week 16	<u>Apr 24 - Apr 30</u>	
	Post Peer Evaluation for Persuasive Speech	Apr 30 by 11:59pm
	Post Final Discussion	Apr 30 by 11:59pm
	Extra Credit Post	Apr 30 by 11:59pm