

Effective Speaking

Mr. Eric D. Warner
Associate Professor of Speech

SPC 2608: Effective Speaking, 3 Credit Hours

Summer A Term 2023

Class Time: Online

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Email: warnere@cf.edu

Office: Building 2, Room 220D

Office Hours: Online

Textbook: 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	

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 other than major speeches will incur a 50% grade reduction if submitted late but within 24 hours after the deadline. After 24 hours beyond the deadline, the assignment grade will become a zero.
3. Major speeches must be submitted by the assigned day/time **via YouTube link**. There will be a 20-point grade deduction if submitted late. After 24 hours beyond the deadline, the major speech grade will automatically become a zero.
4. No speeches will be accepted after June 25th at 8:00pm.
5. Any issues/questions about a submitted assignment must be addressed within one week after its due date.
6. All assignments will be due by 8:00pm on their respective due dates. Early submissions are encouraged.
7. Once an assignment is submitted, no revisions are allowed and the grade is final.
8. All documents emailed to me must be in Word or PDF format. I strongly recommend PDF format. Do not send documents with the “.pages” extension, pictures of assignments, or Google Docs.
9. **You are required to watch all videos on Canvas.** All of your questions about speeches and outlining are answered in the videos I have posted.
10. I will always endeavor to reply to any emails or assignment submissions within 24 hours.

Grading Scale

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 (2-4 minutes)
2. Informative or Demonstration Speech (3-5 minutes)
3. Persuasive Speech (4-6 minutes)

Assignment Point Values

Major Speeches	450 points (150 points each)
Homework Assignments:	100 points (20 points each)
Self-Introduction Speech:	50 points
TOTAL:	600 POINTS

Class Schedule: The following is a suggested pacing for the semester. You can certainly watch the chapter/lecture videos more quickly than this schedule, but do not get behind. Stay current so that you can understand how I want homework assignments completed and submitted. You will also find crucial information in these lectures that you will need for your major speeches. **I expect you to watch each video** so that you can be equipped with all the information necessary for you to do your best on your speeches.

*** Videos work best when viewed using Google Chrome on a laptop/computer. Do not use the Canvas app to view videos. ***

Class Schedule

Date	Classwork
May 15	Video: Syllabus/Orientation
May 16	Video: Introduction to Public Speaking
May 17	Video: Outlining (2 videos: Parts 1 and 2)
May 18	Video: Managing Anxiety
May 19	Video: Introductions and Conclusions Video: Outlining Rules
May 22	Video: Audience Analysis
May 23	Video: Supporting Materials Video: Visual Aids
May 24	Video: Speech Delivery
May 25	Video: Grading/Evaluation Info
May 26	Video: Commemorative Speech Information
May 30	Video: Informative Speaking
May 31	Video: Persuasive Speaking

****Due Date for Self-Introduction Speech****May 20 by 8pm**

Record and upload to YouTube. Minimum: 1 minute. Maximum: 2 minutes.

Introduce yourself to me so that I can get to know you better. You can choose whatever you would like to share about yourself.

Send me the YouTube link via email (the entire link in the box at the top of your screen). No outline required. Make sure the video is set to “Unlisted,” not “Private.”

****Due Dates for Homework Assignments**

Send these assignments to me by email (warnere@cf.edu), not through Canvas. Follow the directions for each assignment very carefully.

HW 1: May 17 by 8pm

HW 2: May 22 by 8pm

HW 3: May 25 by 8pm

HW 4: May 30 by 8pm

HW 5: June 3 by 8pm

****Due Dates for Major Speeches****Commemorative Speech is due by 8pm on:**

June 10th

Informative or Demonstration Speech is due by 8pm on:

June 17th

Persuasive Speech is due by 8pm on:

June 24th

****I must receive the YouTube link to your speech by 8pm on these respective dates. You can always submit them early if desired.**

Rules for Speeches (points will be deducted from your speech grade for violating these rules)

1. Stand up while speaking.
2. Make sure the camera records you from the waist up.
3. No lights directly behind you as you speak. Any lighting should be directly overhead or behind the camera. I don't want your face hidden by shadows.
4. Your final draft outline must be attached to the email containing your YouTube link. It will be typed and submitted as a Word or PDF document.
5. **Do not read the speech. Use your outline for reference but not for reading.** You can hold your notes as you speak either on paper or on 3x5 cards. No cue cards off camera.
6. All speeches should be unedited. I should see one continuous speech delivery from beginning to end.
7. Set the camera around chest level so you can look straight into it instead of at a sharp angle up or down.
8. Don't wait until the last minute to submit the speech, especially if your Wi-Fi signal is weak.
9. The deadline is set based on when I receive your speech, not on when you send it.
10. Do not set your YouTube video to "Private." Set it to "Unlisted."
11. Minimize ambient noise. I need to be able to hear you clearly without distractions in your environment.
12. Make sure the volume on your recording device (phone, laptop, etc.) is turned up so that the volume on your video is sufficient for me to hear.
13. Make sure the YouTube video is not upside down or sideways.
14. No chewing gum while speaking.
15. Outside research is required for the Informative, Demonstration, and Persuasive speeches.
16. Set your camera so that you do not have to hang onto it. Your arms/hands should be free to gesture.
17. The camera should stay on you throughout the speech.
18. Visual aids are not required for the Commemorative speech (despite what I say on the Visual Aids video). They are only required for the remaining speeches.

**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.