

## **Public Speaking**

**CMUN 101**

**MWF 1:40-2:30 p.m.**

**Mundelein 203**

**Dr. Fletcher**

### **OVERVIEW OF THIS SYLLABUS:**

- ✓ **Part One shows all your speech and quiz deadlines and the grade percentages for each. You might want to paste this inside your notebook or copy it to your phone.**
- ✓ **Part Two has information on the textbook and course objectives.**
- ✓ **Part Three gives the ground rules for the course. This relates to behavior in class. Consistent, meaningful participation may raise your final grade by half or a full letter grade. Minimal participation and/or rudeness to others (for example, being on your laptop or phone, leaving during class without an authorized excuse) may lower your final grade by a half to a full letter grade. You're responsible for knowing these rules.**
- ✓ **Part Four relates to grading.**
- ✓ **Part Five presents the class schedule.**

**IMPORTANT: You are responsible for knowing the content of the syllabus. The rules and regulations apply, whether you have reviewed them or not. You should also check Sakai each week and before each class (under "Announcements") for any changes.**

### **PART ONE: DEADLINES and GRADING BREAKDOWN:**

**1/29 Team Speech (counts toward participation grade)**

**2/3 “Five Things I’ve Learned” speech (worth 10 percent of grade)**

**2/12 First Contents Quiz (10 percent of grade)**

**2/24 Artifact Speech (10 percent of grade)**

**3/2 Second Contents Quiz (10 percent of grade)**

**3/18 “Adopt-A-Building” Speech (10 percent of grade)**

**4/6 How-To Speech (10 percent of grade)**

**4/18 Persuasive Speech (20 percent of grade)**

**4/29 Third Contents Quiz (10 percent of grade)**

**Throughout the semester, you’ll give several impromptu speeches. These will count for 10 percent of your grade.**

**Class participation (See “Class Participation,” in Part Three, below) can raise or lower your grade by as much as one full letter grade.**

## **PART TWO: COURSE DESCRIPTION**

### **Textbook:**

Speak Up!, Fraleigh and Tuman, 3<sup>rd</sup> edition. This is available at Loyola’s Bookstore. You can, of course, rent or buy this from any seller, but you should have this by Week Two of class.

### **Course Objectives:**

The abilities to speak effectively in public, and to think critically, are two of the most important outcomes of a liberal arts education. They are vital skills for career success and active citizenry.

### **LEARNING TO BE COMFORTABLE SPEAKING IN PUBLIC**

A big takeaway from this class will be learning how to be at ease in front of groups (or to appear at ease, even if you’re not). Just about everyone is anxious about

public speaking. Here's what a recent "New Yorker" article had to say about this:

"In 2012, two researchers at the University of Nebraska-Omaha, Karen Dwyer and Marlina Davidson, administered a survey to eight hundred and fifteen college students, asking them to select their three greatest fears from a list that included, among other things, heights, flying, financial problems, deep water, death, and "speaking before a group." Speaking before a group beat out all the others, even death."

**You will learn how to research, organize, write and make speeches. You also will learn to be an intelligent, thoughtful and critical listener.**

**As a speaker,** you will develop an understanding of the discipline of rhetoric and the art of public speaking. You will then be asked to demonstrate your knowledge in the following ways:

- Selecting a topic or position on an issue; researching the topic and choosing the proper material to support that position.
- Organizing your ideas in a logical, cogent manner.
- Speaking clearly, using lively words.
- Using the proper presentation methods to deliver a speech to an audience.
- Practicing speaking from an outline using brief, minimally outlined speeches
- Recognizing problematic vocal and nonverbal delivery patterns in order to transform yourself as a speaker

**As a listener,** you will be responsible for the following:

- Critiquing speeches based on the guidelines for effective public speaking
- Expressing your opinions about a speech topic.
- Doing both of the above in a constructive, supportive manner.

### **PART THREE: GROUND RULES:**

Absences: Attendance counts. If you miss a class, you are responsible for getting the notes from another student. Authorized absences for travel (e.g., travel for a club or team) must be cleared with me in advance. Documentation must be provided.

**Plan carefully:** If you miss a class, you cannot make it up (unless for pre-authorized travel or if you have a documented illness or authorized absence).

Laptop/iPhone Use: Laptops and other digital devices cannot be used to take notes during lectures, unless you have an authorized reason for doing so. Using one without such permission will count against your participation grade. NOTE: Using EITHER during someone else's speech results in a ten-point deduction from your own speech.

#### Class Participation:

In class, questions and comments are welcome. Giving feedback to others after their speeches is an especially valuable part of participation in this class.

Contributing in class in a consistent, meaningful, and attentive way can raise your grade, at the professor's discretion, by as much as one full letter grade. You cannot receive an A in this class if you never contribute.

Inappropriate classroom behavior (rudeness to others: being disruptive, distracting, or disrespectful) can lower your final grade by as much as one full letter grade, at the discretion of the professor. The following will negatively impact your participation grade:

- ✓ Coming in late (Everyone gets one free late; after that, it counts).
- ✓ Leaving during class (unless it is for an authorized medical reason; you must bring in the documentation from SSWD by Week Two)
- ✓ Looking at your computer/cell phone, using your laptop, or doing other work during class.

For the above, I'll give you a warning the first time. After that, I'll keep track of the above, which could affect your final grade.

#### **OTHER RULES:**

- ✓ No eating is allowed in class. (unless it is for a documented medical reason)
- ✓ Make sure your cell phones are off (**not** on vibrate) before class begins.
- ✓ No laptops allowed during lectures, unless you have a documented reason for needing to use one, or if we're doing an assignment requiring laptops in class.

## PART FOUR: GRADING

- ✓ You'll receive guidelines, posted on Sakai Announcements, for every speech and quiz ahead of time.
- ✓ You'll be given a certain amount of points for each element of the speech. These points will be converted to letter grades.
- ✓ I grade on a curve for each assignment. Your final grade will be an average of all your letter grades on assignments.

### Academic Dishonesty Policy:

- ✓ **Plagiarism** of any form and of any length on assignments will be reported to the Dean of Students immediately and the student will receive a grade of "F" for the course. According to Loyola University guidelines(SOC website):

“ Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. Plagiarism involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to submitting as one's own material copied from a published source, such as Internet, print, audio, video, etc.”

NOTE: Beware of inadvertently plagiarizing from the Internet. Never use someone else's PowerPoint or Prezi as your own. Make sure to give credit to any image or source you use in your own PowerPoint. If the source for your work is not clear in the above cases, you'll get an F for the course. It's always easier to credit sources and adds to the credibility of your work.

- ✓ **Fabrication** of a whole assignment, or any part of an assignment, will result in an “F” for this course.
- ✓ **Cheating** on a quiz will result in an "F" for this course.
- ✓ **Reading a previously written-out speech (or any portion of it except for quotations)** earns an F on that speech.

## OFFICE HOURS:

I'm on the LSC campus MWF this semester. I'm available to meet before or after class. Email me at [cfletch@luc.edu](mailto:cfletch@luc.edu) if you want to set up an appointment.

## PART FIVE: Class Schedule:

**Note:** Changes may be made in this schedule depending on our progress through the material and through the speech assignments.

- Unless otherwise indicated, read every chapter through “Key Terms.”
- The selection of the readings is meant to help you in whatever speech is coming up. They do not follow the exact order of the book.

### 1/20 INTRODUCTION

- ✓ Go through highlights of syllabus
- ✓ Students identify kinds of public speaking they are facing or want to learn how to do

NOTE: Bring laptops Friday.

1/22 Lab. Work in teams to find examples of distinctive speaking/singing

You'll present and highlight these on 1/29. This is informal and just meant to get you in front of the class.

### 1/25 Before class:

- ✓ Read Chapters 1 and 2
- ✓ Read this article on overcoming fear in speaking:  
[http://articles.chicagotribune.com/2011-08-18/features/ct-tribu-weigel-speaking-clearly-20110818\\_1\\_vowels-confidence-body](http://articles.chicagotribune.com/2011-08-18/features/ct-tribu-weigel-speaking-clearly-20110818_1_vowels-confidence-body)
- ✓ **In class:** Discuss readings and Friday presentation. Talk about speech due 2/3 AND about starting research on “Adopt-A-Building” speech, due 3/18.

1/26 Guidelines for SPEECH ONE, due 2/3, will be posted under “Announcements” on Sakai.

**1/27 Before class:**

- ✓ Read Chapter 13.

**In class:** I’ll give you some time to solidify your 1/29 presentation.

**1/29 Team presentations (See 1/22).**

**In class:** Reminders about Speech One: “Five Things I’ve Learned,” due 2/3

**2/1 Before class:**

- ✓ Read Chapter 11, p. 307-311. Stop at “Creating Your Working Outline.” Continue reading with p. 324, “Creating Your Speaking Outline,” to end of chapter. The speaking outline shown in this chapter is what you will use for all speeches.

**In class:** Discussion of reading. How to talk in your LU classes. We’ll also talk about presentations/speeches you have coming up in other classes/work/job interviews. Using memory aids rather than memorization or extensive notes.

**2/1 DEADLINE TO WITHDRAW WITH 100 PERCENT BURSAR CREDIT ON ANY CLASS**

**2/3 SPEECH ONE DUE.**

**Before class:**

Prepare “Five Things I’ve Learned” Speech. You may bring a note card containing a very brief outline, but don’t write everything out. The only thing that can be written out is a DIRECT QUOTE. Any speech that is read, except for quotation, receives a zero. This applies to reading ANY part of the speech. You must hand in your note card after your speech.

**2/5 SPEECH ONE (CONT.)**

**Before class:** Read Chapter 3. START WITH “Communicating Truthfully,” p. 73 through “Key Terms,” p. 88.

**2/8 Before class:**

Read Chapter 4 and Chapter 10.

**In class: Talk about Artifact Speech, which starts 2/24. This is a physical object that is significant to you personally or to your culture.**

**2/9** Guidelines for Artifact Speech, will be posted under “Announcements” on Sakai.

**2/10 No reading.**

Finish discussing Monday readings.

Impromptu speeches may be given.

**2/12 FIRST CONTENTS QUIZ (This quiz is worth 10 percent of your grade)**

**2/15 Before class:**

Read Chapters 5 and 16.

**2/17 Before class:**

Read Chapter 7. The observation and interviewing portion of this chapter will help you with your “Adopt-A-Building” speech, due 3/18. The section at the end on how to present evidence in your speeches will be helpful for “Adopt” speech and for your Persuasive speech.

**2/19 Lab.** Discuss artifact speeches. May do impromptu speeches.

**2/22 SPEECH TWO: ARTIFACT SPEECHES NOTE:** Failure to bring in an actual artifact will result in an “F” for this speech.

**2/24 ARTIFACT SPEECHES**

**2/25** *Guidelines for ADOPT-A-BUILDING SPEECH* due 3/18, will be posted under “Announcements” on Sakai



2/26 Lab.

2/29 **Before class:**

Read Chapters 9 and 14

Talk about “Adopt-A-Building” speech, due 3/18.

3/2 **SECOND CONTENTS QUIZ**

3/4 Impromptu speeches.

**3/7- 3/12: SPRING BREAK/NO CLASS THIS WEEK**

3/14 **Before class:**

Read Chapter 8

**In class:** Talk about “How-To” Speech, due 4/4.

3/15 Guidelines for “How-To” Speech will be posted on Sakai Announcements.

3/16 **Before class:**

Read Chapter 12.

**In class:** Talk about next week’s “Building” speech. Sign-up sheet for presenting on-site.

3/17 You’ll receive your midterm grades through LOCUS.

3/18 **SPEECH THREE: ADOPT-A-BUILDING SPEECH**

3/21 **ADOPT-A-BUILDING SPEECH**

3/23 **ADOPT-A-BUILDING SPEECH**

**3/25-3/28: EASTER BREAK/NO CLASS THESE DATES**

**3/28 LAST CHANCE TO WITHDRAW FROM CLASS WITH GRADE OF “W” RATHER THAN “WF”**

3/30 Read Chapters 6, 17, and 18

**In class:** Talk about Persuasive speech, which starts 4/18.

4/1 Finish discussion from Wednesday. Lab.

4/4 SPEECH FOUR: HOW-TO SPEECH

4/5 Guidelines for Persuasive Speech will be posted on Sakai Announcements.

4/6 HOW-TO SPEECH

4/8 FINISH SPEECHES. LAB

4/11 Chapters 15 and 19

4/13 Chapter 20

**In class:** Discuss group meetings, including job interviews.

4/15 Lab.

4/18-4/25 SPEECH FIVE: PERSUASIVE SPEECHES

4/27 IMPROMPTUS

4/29 **CONTENTS QUIZ FOUR**

NOTE: THERE IS NO FINAL EXAM.

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