

COMM  
**SPEECH 1020 PUBLIC SPEAKING**

**PROFESSOR WOODWARD**

652-7799 (W)

673-5457 (H)

Office..207 Browning bldg.

Email: [woodwa\\_m@dixie.edu](mailto:woodwa_m@dixie.edu)

08/06

TEXT: Speaker'S Guidebook: O'Hair, Stewart, Rubenstein 3<sup>rd</sup> Edition

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**OBJECTIVE:**

Excellence in Public Speaking is the objective of this course. By the end of the course, it is hoped that you will develop the ability to organize, prepare, construct, and present a speech in an extemporaneous speaking style.

Departmental objectives for Communication courses:

- \* 1. Identify the essential of communication
- \* 2. Evaluate the interplay between verbal and nonverbal communication
- \* 3. Identify the strength and weaknesses of the perceptual process that leads to communication
- \* 4. Apply active listening and its principles in your daily communication.

\*\*You will develop the skills to help in critical thinking and persuasion.

\*\*You will, by the end of this course, be able to write and present:

1. A speech of personal experience

2. A speech to inform

3. A speech to persuade

4. An introduction

5. A keynote speech

6. A sales talk

7. Parliamentary debate

8. You will prepare a card file that will help to improve your public speaking by giving

you a head start in the public speaking process. You will learn to organize your thoughts, you material and your speeches.

9. You will develop the elements of critical thinking and you will develop a critic sheet to be used in evaluation of other student's speeches (Please spend some time on this!!! Discussed in class.)

10. You will be expected to make critical comments on speeches so that the students in the class will have an opportunity to improve on their public speaking techniques by your evaluations.

**APPROACH**

Although this course in public speaking will expose you to aspects of speaking, you may not become an expert in public speaking. The approach taken in this course will be of a relaxed nature so that you will be able to present an oral assignment with a minimum of disaster and frustration.

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## GRADING

The major part of the grade will be based on your speaking in front of the class.

Therefore, all oral assignments should be taken with **a great degree of seriousness**.

Although the class atmosphere is of a relaxed nature, you should take great pains to do the best you are capable of doing.

- \*\* All required written assignments must be typed.
- \*\* All speeches require an outline which *must be typed*. If it is not, **25 points will be deducted from the speech grade**.
- \*\* All oral assignments cannot be made up except in the event of an excused absence. ("Instructor must know before the absence.) Class lectures will not be taken completely from the book. Although the lectures will deal with the same material. You will be assigned reading from the book. You are obligated to know the material for tests. If you have questions on anything in the book, please ask. There will be some assignments that will require library research.

- \*\* A speaker's card file is **required** at the end of the semester. Attached are the requirements for that file. **Read the requirements carefully!!**

## ATTENDANCE

Attendance is necessary. This is a performance class. Much of the lecturing the class will be from the instructor after each presentation. Therefore, you need to be here to hear it. If you are absent on a day that an oral assignment is due, without the instructor's knowledge, you missed the assignment. If time allows, you may be able to make it up with a 25 point reduction in grade.

**No assignment can be made up after two class periods.**

- \*\* 100 points will be given for attendance. You have 100 points. What you do with them is entirely up to you. 10 pts will be deducted for each absence. (15 if the course is on Tuesday and Thursday) If it is a school excuse, (field trip, basketball, etc) Some benefit of the doubt will be given. If you are going to be gone on a school activity, it is a good idea to be in class all the other times. (Note: This will affect your grade dramatically!

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## BONUS POINTS

The only bonus points for the course are as follows: If you attend every class period, you will receive 20 extra points.

During the semester, there may be some speaking situations that come up that I will give credit for if you attend and evaluate the speaker, speech, and situation. Discussed in class.

**IT IS HIGHLY RECOMMENDED THAT LIBRARY RESEARCH BE USED IN YOUR ASSIGNMENTS.**

GRADES ON THE ASSIGNMENTS WILL FOLLOW THE BREAKDOWN LISTED BELOW:

A	96-100	D+	67-69
A-	90-95	D	64-66
B+	87-89	D-	60-63
B	84-86	TLC	(TOUGH LUCK CHARLIE)
B-	80-83		
C+	77-79		
C	74-76		
C-	70-73		

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### TYPICAL SPEAKING ASSIGNMENTS

Pet peeve		50 points
Personal experience		50 Points
Informative/Demonstration speech		100 points
Anything speech		100 points
Quote Speech		100 points
Keynote Speech		100 points
Persuasive Speech		100 points
Sales Talk		100 points
Introduction		100 points
Vita sheet		100 points
Critic Sheet	Notice the point value here!!	200 points
Card file	Notice the point value here!!	200 points

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### READING ASSIGNMENTS

These sections will be assigned at the appropriate time

SECTION 1 CHAPTERS 1 AND 2 AND 13

SECTION 2 INFORMATIVE SPEECH..CHAPTERS 5,6, 7, 8, 11, 12, 13..PAGES 327-345

SECTION 3 INTRODUCTION ....P. 397...CHECKLIST

SECTION 4 ANYTHING/QUOTE ALL CHAPTERS APPLY AT THIS POINT

SECTION 5 PERSUASIVE SPEAKING ALL CHAPTERS PLUS CHAPTER24, 25, 26

\*\*\*If you are a student with a disability or think you might have a disability and would like accommodations, contact Sherri Dial (7516) in the Counseling Center.

(READ THIS!!! YOU WILL BE GRADED ON THE INFORMATION CONTAINED HEREIN!) INSTRUCTIONS FOR THE PUBLIC SPEAKING CARD FILE

ONE OF THE **MAJOR ASSIGNMENTS** FOR THIS COURSE IS THE SPEAKER'S CARD FILE. THIS WILL EXPLAIN WHAT IS NEEDED FOR THAT ASSIGNMENT: (Use of the computer is acceptable, but must still follow the general guidelines listed below.)

CARD FILE MUST INCLUDE THE FOLLOWING:

- **A. SECTION ON QUOTATIONS WITH AN ALPHABETICAL LISTING. (A,B,C, ETC.)**
  1. CARDS THAT ARE PLACED IN THESE LISTINGS MUST HAVE SUBJECT TITLES ON THE TOP RIGHT HAND CORNER OF THE CARD
  2. THERE SHOULD BE A **MINIMUM OF 100 QUOTATIONS**
- **B. A SECTION FOR SPEECHES YOU COULD/OR HAVE GIVEN.**
  1. ANY TIME YOU HEAR A SPEECH GIVEN THAT YOU SHOULD LIKE TO GIVE SOMETIME, A NOTE CONCERNING THIS SPEECH SHOULD BE PLACED IN THIS SECTION TO REMIND YOU OF THE SPEECH..
  2. A CARD, WITH IDEAS ON ANY SPEECH THAT YOU HAVE EVER GIVEN, PARTICULARLY IN THIS CLASS, SHOULD BE IN THIS SECTION.
  - I DO NOT WANT THE SPEECH, I JUST WANT A CARD THAT REFERS YOU TO WHERE IT IS. EXAMPLE: "REF. FOLDER ON CLOSET SHELF"

ANY IDEAS FOR SPEECHES ...
- **C. Section called Bibliography**

THIS IS NOTHING MORE THAN A REMINDER TO YOU AS TO WHAT REFERENCE BOOKS THAT YOU HAVE IN YOUR POSSESSION.

\* The file must be turned in on the last day of class prior to the final class period. That date for this semester is Friday, \_\_\_\_\_, 2006 at 5:00 p.m. If it is late, it is marked late and will be docked 50 points. **There is a total point score for this assignment of 200 points.**

**\*THE FILE NEED NOT BE TYPED, BUT SHOULD BE NEAT IN APPEARANCE. IF CARDS ARE HANDED IN WITH A RUBBER BAND LASHED AROUND THEM, THEY WILL BE MARKED DOWN 25 POINTS. THIS IS YOUR FILE, THEREFORE, IF YOU HAVE ANY OTHER IDEAS, PLEASE FEEL FREE TO DISCUSS THIS WITH ME. COMPUTER MATERIAL IS ACCEPTABLE.**

**NOTE:** Do not simply copy out of your quotation book that is in your possession. The name of the book should be listed in the bibliography Section. All that is important here is that it is nothing but busy work if you copy what you already have. If you just go to the library and copy like mad...At least you will have 100 cards that you didn't have before.

PLEASE DON'T SIMPLY BORROW SOMEONE'S FILE AND PUT YOUR NAME ON IT. **MARK ALL previous semester files** so that you have to at least copy what they have in their file. Make this useful for yourself!!!

NOTE-NOTE: **Reader's Digest** is an excellent source of quotations

#### FALL SEMESTER FIVE-DAY FINAL EXAM SCHEDULE

Monday, Dec 11		Tuesday, Dec 12		Wednesday, Dec 13		Thursday, Dec 14		Friday, Dec 15	
Daily, MWF, MW, M Only		TR, T Only		Daily, MWF, MW, M Only		TR, T Only		Daily, MWF, MW, M Only	
Class Time	Exam Time	Class Time	Exam Time	Class Time	Exam Time	Class Time	Exam Time	Class Time	Exam Time
7:00	7:00-9:00	7:30/8:00	7:00-9:00	8:00	7:30-9:30	9:00	8:00-10:00	9:00	10:00-12:00
10:00	9:30-11:30	10:30	9:30-11:30	11:00	10:00-12:00	12:00	11:00-2:00	12:00	12:30-2:30
1:00	12:00-2:00	1:00	12:30-2:30	2:00	12:30-2:30	2:30	2:30-4:30	3:00	3:00-5:00
4:00	2:30-4:30								

  

MW or M Only Classes		TR or T Only Classes		W Only Classes		R (Thursday) Only Classes		Friday Only Classes	
5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00
7:30	7:30	7:30	7:30	7:30	7:30	7:30	7:30	7:30	7:30

**IF YOUR CELL PHONE GOES OFF DURING CLASS AND INTERRUPTS A SPEAKER OR ME OR ANYONE AT ANYTIME, YOU WILL NOT BE A HAPPY CAMPER 25 POINT WILL BE DEDUCTED FROM YOUR FINAL GRADE FOR EACH OCCURRENCE. TURN IT OFF!!!!!!**