**Speech Syllabus Fall 2021**

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Welcome to Speech! This course will enhance your skills as a speaker, writer and listener. You will learn to both articulate your ideas in an organized and interesting way, as well as to consume information critically. The skills you learn in this class will serve you in all you do – other classes, summer jobs, college and any profession you choose!

**My classroom rule**: RESPECT YOURSELF AND OTHERS!

What does this mean?

1. ***Do not talk when others are talking – EVER***.
2. No cell phones out ever, unless instructed to do so.
   1. First time: in my holder
   2. Second time: phone the office
3. Be prepared for class – speeches and other assignments turned in on time.
4. Ask for help when you need it.
5. Offer help where it is needed
6. Give your full attention to the speaker. Do not work on other things, zone out, or talk.
7. Never interrupt a speech.
8. Keep an open mind – do not judge someone else’s ideas until you have all the information.

What do you think we should add? What is important to you?

8.

9.

10.

**Behavior consequences:**

1. A warning.
2. Time spent with me after school.
3. Call to student’s parents.
4. A trip to the office.
5. Remember: Severe infractions result in severe penalties!

**Text: Public Speaking:** McCutcheon, Schaffer, & Wycoff. Speech. 2005

**Course Objective**: After studying the **public speaking** process in communication, students should be able to:

* 1. Demonstrate knowledge and understanding of the speaking process.
  2. Demonstrate knowledge and understanding of the causes of nervousness and work towards a goal of managing and overcoming communication anxiety.
  3. Develop the ability to speak naturally, which can be achieved by the speaker becoming aware of his or her own self-confidence.
  4. Demonstrate the ability to use language that clarifies, informs, persuades, entertains, or inspires while respecting differences in listeners’ backgrounds.
  5. Demonstrate the ability to identify his or her strengths and weaknesses by listening objectively to the presentations of others.
  6. Demonstrate knowledge and understanding of research techniques and organizational skills during speech preparation.
  7. Recognize that in the matter of communication, everyone is something of an expert and therefore has a good deal to say to an audience.

**Attendance: (**as outlined in the Valley Park Student Handbook)

The process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study for students to reach their fullest educational potential. Teachers cannot help students who are not present. .

**Tardiness:**

Students will be marked tardy when they are not in their seats when the bell rings. If a student is late to class due to being detained by the office or a previous teacher, an excused pass must be produced by the student. A student wanting to return to a locker or

use the restroom will also receive a tardy.

**Bathroom/Hall passes**: Never unless it is an emergency.

**Homework: Homework** is due when it is due. If you are absent, and you know about the work, it is due on the day you return. You will be held accountable for your work. You must come to me to find out what you missed. I will not chase you down.

**Quizzes:**

Quizzes will be on information discussed in class and on handouts. The quizzes will consist of multiple choice, matching, short answer, and/or short essay. If you are absent on the day of a quiz, and you know about the quiz, you will take it on the day you return.

**Speeches:**

It is extremely important that you give your speech on its scheduled day. We have a lot of students and speeches with just a short amount of time to hear both. Giving a speech late is NOT an option! If you are absent on the day of your speech, you must have an ‘excused’ absence to make up the speech. If you do have an ‘excused’ absence, you will give your speech on the day you return.

**Mandatory Speech Rule:** (on file with the school administration)

Oral Communication teachers realize that performing in front of a class causes nervous tension in some students and, if given the chance, those students would select not to participate in these performances. However, the delivery of speeches is a necessary function in this type of course. Participation in the oral exercises (giving speeches) is **not optional.** Students **must** give speeches and other oral presentations in Public Speaking class.

**Grading:**

You will receive points instead of grades. A total of these points for each assignment will then correspond with a final percentage/grade at the end of the semester. Your homework assignments, quizzes, speeches, and active participation go to determine your final grade.

*Active Participation* = There will be various small activities that you will do or turn in to me. These activities will receive 10-20 points, depending on the complexity of the assignment.

**Grading Scale (based on percentage):**

**100-97: A+**

**96-93: A**

**94-90: A-**

**89-87: B+**

**86-83: B**

**82-80: B-**

**79-77: C+**

**76-73: C**

**72-70: C-**

**69-67: D+**

**66-63: D**

**62-60: D-**

**59 and below: F**

**Course Assignments and Schedule: This is a tentative schedule for the semester. We will most likely speed up at times and slow down, as needed. The following list represents the units/speeches to be covered.**

1. Unit 1/Week 1 – Introduction to the class
2. Group exercises
3. Impromptu speeches
4. Introduction to the text
5. Unit 2/Week 2-3 – Shoebox speech
   1. Discuss basic organization
   2. Listening test
6. Unit 3/Week 4-6 – Demonstration Speeches
   1. Organization
   2. Intros and Conclusions
   3. Discuss presentation/delivery skills
   4. Listening test
7. Unit 4/Week 6-9 – Informative Speeches
   1. Discuss research
   2. Spend time in library
   3. Listening test
8. Week 9 - Benchmark test
   1. Review and Reflection
   2. Group Exercises
9. Unit 5/Week 10-12 – Persuasive Speeches
   1. Discuss audience analysis
   2. Conduct an audience analysis in class
   3. Listening test
10. Unit 5/Week 13-16 – Persuasive Theory
    1. Interpersonal skills
    2. Putting it all together
    3. Effective language
    4. Listening test
11. Review for Final, wrap-up remaining speeches, group activities, reflection/Week 17-18 Maybe a Special Occasion Speech?
12. Finals Week 18

**Grade Summary:**

**Your grade will consist of 4-5 graded speeches (time permitting you will do a special occasion speech at the end of the semester), a journal, listening tests, a mid-term examination/benchmark examination and a final examination.**

**THIS SHOULD BE A CLASS THAT WILL ENHANCE LIFE SKILLS. I WOULD LIKE TO PROMOTE A NON-THREATENEING ATMOSHPHERE. EVERYONE FEELS SOMEWHAT ANXIOUS AT THE PROSPECT OF SPEAKING BEFORE AN AUDIENCE THE FIRST TIME. NO ONE IS AN EXPERT—WE ARE LEARNING TOGETHER—GOOD LUCK!**