Introduction to Oral Communication
SPE 111
Spring 2018
Dr. David L. Barner
(Dr.B)
306 Thompson-Clark Hall
Campus Phone 724-946-7239
E-Mail: Barnerdl@westminster.edu

Office Hours: Any day by appointment- please call or email times
Formal office hours Monday 11:30 to 12, Tuesday from 11:00 until 12:00, and Thursday 2 until 3

Why take Public Speaking?
You need the knowledge and skills necessary to speak well with groups of people, no matter what your vocational plans include in the future. You will probably work in a variety of professional contexts through your lifetime and serve in a variety of civic, community, religious, and social organizations. In all of these circumstances, preparation for public speaking—understanding how and why to present yourself and your message to a group of people—will make you better able to contribute to the communities in which you live and serve.

Course Objectives
At the end of the course you will be able to:

Develop audience centered speech topics
Speak extemporaneously
Incorporate storytelling into speeches as a form of support
Design and effectively use visual aids for a speech
Understand and use basic persuasive techniques in a speech
Understand the important verbal and non-verbal communication skills needed to create an effective oral presentation.
Understand the importance of active listening
Explain how to run effective meetings and problem solving sessions

Required Text: Painless Presentations: The Proven, Stress-Free Way to Successful Public Speaking
This book is on lie and can be used free of charge
Grade Distribution

Your final grade will be determined by the percentage of total points that you earn. Plus/minus grading will be used.

The breakdown for assignments is as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction speech</td>
<td>5</td>
</tr>
<tr>
<td>Name quiz</td>
<td>10</td>
</tr>
<tr>
<td>Life Lesson Speech</td>
<td>5</td>
</tr>
<tr>
<td>Action Speech</td>
<td>5</td>
</tr>
<tr>
<td>Oral reading</td>
<td>10</td>
</tr>
<tr>
<td>Interviewing report</td>
<td>50</td>
</tr>
<tr>
<td>Teach us speech</td>
<td>50</td>
</tr>
<tr>
<td>Informative speech</td>
<td>50</td>
</tr>
<tr>
<td>Speech Preview</td>
<td>10</td>
</tr>
<tr>
<td>Sales Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Prep materials</td>
<td>40</td>
</tr>
<tr>
<td>Weekly quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Final exam problem</td>
<td>50</td>
</tr>
<tr>
<td>Total points</td>
<td>435</td>
</tr>
</tbody>
</table>

All speeches must be delivered extemporaneously. More details about each assignment will be provided in class. A grading rubric will also be provided.

Cell Phones and Computers:

Need to be on silent. No texting is permitted during class time. No laptops can be open and phones must be put away during student speeches. Violators will receive a two point grade deduction.
Attendance Policy:

Attendance will be taken at each class session. Each student will be excused for up to 3 absences. **After 3 absences a letter fraction grade deduction will be applied.**

The only exception to this policy is ‘release time’ which is granted for students whose involvement in acceptable scholastic, religious, or athletic events requires that they are excused from class (see Undergraduate Catalogue, page 83).

Note: **Students may not be absent on days when they are scheduled to speak.** Only a student with a medical emergency documented by an acceptable excuse will be excused from missing a speech. Sick in room is not accepted. Those without an acceptable excuse will be penalized 30 percent on the speaking grade for presenting late. No speech can be given more than 2 class periods after the due date.

Academic Integrity:

Students are expected to maintain high standards of academic integrity. Cheating, plagiarism, or any behavior deemed unethical will not be tolerated and will be prosecuted in strict accordance with Westminster College policies. See your student handbook for details (pages 84-85).

General Comments:

My goal for this class is to present a challenging and supportive environment. Expect coaching but never a negative comment from the instructor. Class members are expected to act in a supportive and respectful manner as well.

Class schedule and assignments:

Will be provided on my Desire to Learn and all revisions will be on D2L.

Grades:

Grades are available on D2L after the completion of each assignment. Your grade to date is also available on D2L.

CLASS COURTESY:

Phones are not to be used during class. All laptops must be closed and phones put away during speeches. Students who violate this policy during speeches will be asked to leave the class and be counted absent for the period/