

# Introduction to Oral Communication

SPE 111

Spring 2009

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**Office Hours: Any day by appointment- please call with suggested times**

## 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

This course will help you understand how communication scholars define attractive and effective use of verbal and nonverbal behaviors, and how those behaviors influence your understanding of yourself and the world around you. This first-year course is designed to complement activities in Inquiry and Written Communications. As you proceed through the course you will learn and use concepts necessary for preparing and performing responsible public messages. You will also learn by evaluating the messages others present. By the end of the course you should have learned:

- To **organize** your spoken message for an audience.
- To **adapt** your spoken message to the audience.
- To **present** your messages **extemporaneously**.

## Required Text:

A Concise Public Speaking Handbook, 2nd ed.

Steven A. Beebe

Susan J. Beebe

ISBN: 978-0-205-50244-8.

## 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:

Assignment	Percent
2 Exams (mid-final)	40 %
Introduction speech	5%
Life Lesson Speech	5%
Action Speech	5%
Teaching Speech (with Power Point)	10%
Speech to Inform	25%
Impromptu Persuasion	10 %

**All speeches must be delivered extemporaneously. More details about each assignment will be provided in class.**

### Attendance Policy:

Attendance will be taken at each class session. Each student will be excused for up to 2 absences. Following a workplace model, these two absences can be reserved for when an illness or injury may prevent you from being able to attend class. In extreme cases, a significant number of absences may be grounds for an incomplete.

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). **All release time must be arranged at least one week in advance.**

*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.

## **General Course Policies:**

1. Students must keep copies of all evaluation sheets and any graded materials.
2. While you are permitted to use handouts properly (according to the rules discussed in class) handouts do not count as "visual aids."
3. Misinformation (other than plagiarism) will result in a penalty. When a student provides information that is false, inaccurate, or incomplete in such a way that it misleads the audience, she or he violates the ethical duty of the speaker. Any student who significantly misinforms the class will be required to give a speech of apology and retract the misinforming statements. Grade penalties, including failing the assignment in question, may also be assessed. The severity of misinformation depends upon the extent to which it is avoidable, the extent to which it varies from accepted knowledge, failure to cite qualified sources of the information, and other factors. Any student concerned that her or his speech might violate this policy should contact me ahead of time and we can resolve the issue.
4. Note cards: You are permitted to write keywords on your cards, not full statements or long phrases.
5. Time penalty: You are required to complete your speech in the time allocated. You will be penalized 1 point for every 10 seconds under the time limit, and 1 point for every 20 seconds over the time limit. Students who speak extensively beyond the allocated time may be asked to stop speaking, whether they are finished or not, as speaking far beyond the allotted time can disrupt the speaking schedule and is unfair to other students.

## **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).

<b>Date</b>	<b>Class Content</b>	<b>Chapter</b>
1/21 1/23	Introduction to class/Syllabus Intro speech	
1/26 1/28 1/30	Make-up - name quiz- lecture basics- confidence Lecture Lecture- Listening	CH 1 and 4 Chapters 2 Chapter 3
2/2 2/4 2/6	Lecture (Listening test- Wooden sample) Lesson Learned Speech- explain what do you like-How did you feel Lesson Learned Speech- what makes a good speech	Ch 5
2/9 2/11 2/13	Lecture- verbal and non verbal- sample demo Lecture - Intros- conclusions-organizations Convocation sample Action speeches- assign How too speech	Chapter 6 and 7 Chs. 8, 9 & 10
2/16 2/18 2/20	Action speeches- Convocation sample two- Assign - How to speech Topic selection day for How To Speech	
2/23 2/25 2/27	Presentation Aids Demo speeches Demo speeches	Ch's 20 and 21
3/2 3/4 3/6	Demo speeches Lecture- Assign- Persuasive interview- Special speech of introduction Lecture	Ch's 11 Ch's 12 and 13
3/9 3/11 3/13	Lecture Group work- topic selection Mid semester exam	14, 15, and 16
3/16 3/18 3/20	SPRING BREAK SPRING BREAK SPRING BREAK	
3/23 3/35 3/27	Lecture Lecture Lecture	Ch 24 Ch's 8, 9, and 10 Ch's 18 and 19
3/30 4/1 4/3	Informative Speeches Informative Speeches Informative Speeches	
4/6 4/8 4/10	Informative Speeches Informative Speeches Easter Break	
4/13 4/15 4/17	Persuasive Speaking Persuasive Speaking continued Persuasion in action	Chapter 25 Chapter 26
4/20 4/22 4/24	Group assignments for persuasive speeches Group work day Group report day	
4/27 4/29 5/1	Persuasive Speeches Persuasive Speeches Persuasive Speeches	
5/4 5/5	Persuasive Speeches Review for final- class wrap up	