



## Introduction to Public Speaking—COMT 130 Fall 2011

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<b>COMT 130 Study Aids</b>	<a href="http://www.msubillings.edu/cotfaculty/baack/">http://www.msubillings.edu/cotfaculty/baack/</a>
<b>Office Hours:</b>	TTh 9-9:30, W 4:30-5:00 and by appointment

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### TEXTBOOKS & Materials

- Lucas, Stephen. *The Art of Public Speaking*, 10th edition. New York: McGraw Hill, 2009.
- A flash drive for your speeches —at least 2 gigabytes
- One pocket folder, labeled on the outside, upper right-hand corner with your name, course name, and course number. If your folder is a dark color, multi-colored, etc., please use a label.

### Other Resources

The web site for your textbook has a wealth of useful information including chapter summaries, key terms, chapter quizzes, internet resources, and other guides to help you work through the material covered in this class. Click on **For Students** to register at <http://connectlucas.com/>

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### CATALOG COURSE DESCRIPTION

Develops the student's speaking abilities. Students acquire an understanding of basic rhetorical theory and its application in a variety of speech situations. Listening, speaking, and critiquing abilities are emphasized. This course addresses the following topics: speech preparation and delivery, forming and fielding questions, audience analysis, listening skills, critiquing, and speaker anxiety.

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### STUDENT LEARNING OUTCOMES

Most professions require you to be able to make oral presentations. These presentations could be explaining billing to customers, demonstrating to or teaching co-workers how to do a particular procedure, or making more formal types of presentations. After completing the course you should be able to

- analyze your audience and the occasion and adapt to them,
- organize a speech appropriately for a variety of purposes, specifically by using a traditional preparation outline,
- locate, evaluate, select, and incorporate different forms of support material,
- develop and demonstrate effective delivery skills,
- demonstrate confidence in your ability to make effective oral presentations, and
- demonstrate effective listening skills.

Course Outcomes based on [Academic Foundation Assessment Objectives](#)

I. Skills Development and Application



4. Develop effective oral communication skills.
  - a. Demonstrate ability to verbally present information using a variety of techniques.
  - b. Demonstrate ability to understand and interpret oral information.
  - c. Demonstrate the ability to undertake and accomplish original work in oral form.

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## COURSE REQUIREMENTS AND POINT VALUE

### Exams

Three mid-term exams—your lowest grade will be dropped.

Final exam (take-home essay)

The mid-term exams will be primarily short answer/objective and will focus on material from the text and lectures. Your final exam will be discussed as the time draws nearer. Tests will be given at the scheduled times unless prior arrangements are made. **No make-up exams will be given.**

### Speeches

- One short introductory speech about some aspect of yourself.
- One informative speech. This speech should be about something you are interested in, know about, and then explain to the class audience in an interesting manner.
- Two persuasive speeches. These speeches should be about issues you feel are vital in today's world. They may also focus on topics you feel will be vital to your future occupational goals.

You will prepare a detailed formal outline for the informative and persuasive speeches. These outlines will provide you a “blue-print” for the organization and support material you will be using along with an analysis of your audience and a list of sources you used. **These outlines must be prepared on a word processor and are due at the beginning of the class period when you are scheduled to speak. You will not be allowed to speak if you have not turned in the outline.**

For each speech, a detailed assignment sheet will be provided. All of the speeches you give in class should be delivered **extemporaneously**—not memorized, not read from a manuscript—but spoken conversationally, using notes or a speaking outline. **All speeches will be given on the scheduled day.** Missed speeches will result in a failing grade for that assignment.

Your speeches will be taped so that you can see your progress throughout the semester. You will need to buy a flash drive to store your speeches and bring it whenever you are scheduled to speak.

You will have access to the classroom computer/projection unit and are free (and encouraged) to use for them for your audio and visual aids. Please see me before the round of speeches begins to make arrangements for the equipment.

Each of your four speeches will be a little longer than the previous speech:

Speech #1: 2-5 minutes

Speech #3: 6-9 minutes

Speech #2: 5-8 minutes

Speech #4: 7-10 minutes

### Quizzes and Exercises

To encourage you to keep up with your reading and to promote informed discussion, 5-10 point quizzes over the reading material **may** be given periodically at the beginning of the class period. The quizzes are closed book, but you may use any notes you took on the reading assignment. Quizzes may **not** be made up and you must be on time to take the quizzes.



Exercises that are assigned must be turned in when they are due to be eligible for full credit. Exercises turned in by the next class will be eligible for no more than half credit. Exercises turned in later than that will not receive credit.

**COURSE GRADES**

- A = 90 - 100% (excellent)
- B = 80 - 89% (good)
- C = 70 - 79% (satisfactory)
- D = 60 - 69% (below average)
- F = 59% or less (unacceptable)

\*\*You'll note that only two exams are listed since your lowest exam score is dropped. You should be able to calculate your grade percentage by dividing the points that you have earned by the total number of current possible points.

	POSSIBLE POINTS	POINTS EARNED
**Exam 1	60	
**Exam 2	60	
Final exam	50	
Speech 1	25	
Speech 2	50	
Outline 2	25	
Speech 3	75	
Outline 3	25	
Speech 4	100	
Outline 4	25	
Quizzes & Homework	+/-25	
TOTAL	+/-520	

**Criteria Used for Evaluating Speeches**

The *average speech (grade C)* should meet the following criteria:

1. Conform to the kind of speech assigned—informative, persuasive, etc.
2. Be ready for presentation on the assigned date.
3. Conform to the time limit.
4. Fulfill any special requirements of the assignment—preparing an outline, using visual aids, conducting an interview, etc.
5. Have a clear specific purpose and central idea.
6. Have an identifiable introduction, body, and conclusion.
7. Show reasonable directness and competence in delivery.
8. Be free of serious errors in grammar, pronunciation, and word usage.

The *above average speech (grade B)* should meet the preceding criteria and also:

1. Deal with a challenging topic.
2. Fulfill all major functions of a speech introduction and conclusion.
3. Display clear organization of main points and supporting materials.
4. Support main points with evidence that meets the tests of accuracy, relevance, objectivity, and sufficiency.
5. Exhibit proficient use of connectives—transitions, internal previews, internal summaries, and signposts.
6. Be delivered skillfully enough so as not to distract attention from the speaker's message.

The *superior speech (grade A)* should meet all the preceding criteria and also:

1. Constitute a genuine contribution by the speaker to the knowledge or beliefs of the audience.
2. Sustain positive interest, feeling, and/or commitment among the audience.
3. Contain elements of vividness and special interest in the use of language.
4. Be delivered in a fluent, polished manner that strengthens the impact of the speaker's message.

The *below average speech (grade D or F)* is seriously deficient in the criteria required for the C speech.

**POLICIES AND COMMENTS**

**Attendance**

Because this is a performance class, your attendance is critical. To complete this class satisfactorily, you must attend consistently and participate actively. Your active participation in class activities includes observing and evaluating other speeches and is a major part of acquiring competency in public speaking. Therefore, although you may miss class two (2) times with no questions asked, more than two absences will adversely affect your grade. For each absence after two, your final grade will drop by 1%.



## Respect

Treat your classmates and instructors with respect, with integrity, and with honesty.

- Nondiscrimination: MSU-Billings COT has a policy of nondiscrimination in access to and conduct of educational programs. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, disability, marital status, sexual orientation, or parental status. Read more in your Student Handbook: <http://www.msubillings.edu/VCSA/PDF/StudentHandbook.pdf>
- Cell Phones: Please turn off your cell phones during class.
- Code of Student Conduct: Infractions will be handled as described in the Student Handbook: <http://www.msubillings.edu/VCSA/PDF/StudentHandbook.pdf>

Also, please use gender-neutral language in your speaking and writing. Since the language we speak and write leads us to perceive in certain ways, gender-neutral language will help all of us perceive women and men on equal terms, participating equally in the world. For example, use "he or she" instead of "he" when the person to whom you are referring could be of either sex. Similarly, use "people" or "humanity" instead of "man" or "mankind."

## Academic Honesty

I expect that all course work will be your original work. Evidence of cheating will be followed by disciplinary action as detailed in the Student Handbook, page 23:

<http://www.msubillings.edu/VCSA/PDF/StudentHandbook.pdf>

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## SUPPORT SERVICES

### Library

To find support materials for your speeches, you will want to familiarize yourself with the MSU-Billings library—especially online. In addition to the library here, your student fees also gain you access to the library on the main campus and to the library at Rocky Mountain College. You will need your student ID card for the college libraries. The MSU-Billings library web site is <http://www.msubillings.edu/library/> To access the MSU-B web site from home, follow the instructions for “Off-Campus Access” on the library home page.

### Students with Disabilities

MSU Billings is committed to providing equal access. If you anticipate barriers related to the format or requirements of this course, please meet with me so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please contact Disability Support Services (247-3029—located in the Tech Building, room A008) or on the other campus (657-2283—located in the Academic Support Center). We can then plan how best to coordinate your accommodations. Disability-related information is confidential, falling under medical information, Title V of the Rehabilitation Act of 1973.

### Academic Support Center (ASC)

Tutoring services are available through the Academic Support Center, COT, Monday through Friday, 8 a.m.-5 p.m. not only for this class, but also for math and other courses.

The ASC on the Senior Campus is also available to you. See the website for more information:

<http://www.msubillings.edu/asc/>



**Important Dates**

September 15	last day to add
September 27	last day to drop with partial refund
October 25	last day to drop without penalty for failing (no refund)
November 22	last date to drop with approval of advisor and course instructor (no refund)
December 21	Grades due in registrar's office