

BELLEVUE COLLEGE  
0989-E CMST 220 - **Public Speaking** (5 credits )  
Course Outline and Syllabus  
**SPRING 2010 - (April - June)**  
**TTh 1:30 pm to 3:40 pm - R Bld Rm #R304**

Professor: Renee DeHeck

Classroom: R Bld #R304

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Office Hrs: (to be determined)

**Required Text:**

Lucas, Stephen E. (2009) *The Art of Pubic Speaking* (9<sup>th</sup> ed.). McGraw-Hill  
(ISBN-13 - 978-0-07-313564-9)

**Course Description:**

This course will emphasize the development and process of Oral Communication Theory/Practice of Message, Speaker, and Audience. Emphasis on ethics, reasoning, evidence, listening, and criticism. Classroom activities include preparation, presentation, observation and criticism of speeches.

**COURSE REQUIREMENTS**

**General Course Outcomes:**

After completing this course, students should be able to:

- Identify and analyze the four elements of the rhetorical situation (audience, occasion, speaker, speech).
- Explain and apply an understanding of ethical considerations and responsibilities as a speaker.
- Demonstrate critical thinking through critique and analysis of one's own speeches as well as others' speeches.
- Evaluate credibility of evidence.
- Identify and analyze lines of argument and fallacies.
- Present speeches that apply recommendations for effective application of the canons of rhetoric (invention, arrangement, style, and delivery).

**COURSE EXPERIENCE & ASSIGNMENTS**

**1 Mass Quiz:** (= 100 pts)

ScanTron 886-E is used. There will be one in-class exam. Quiz will be in multiple-choice, true/false, matching and fill-in. A study guide will be provided before the quiz and you are allowed 1 note card to use during the quiz. No make-up quizzes given.

**Extra Credit:** (20pts) There will be opportunities for extra credit which is completely optional. These points cannot be used to replace a required speech, but can be used help a low quiz score. (Assignment to be announced per instructor's approval)

**Attendance And In-class Group Exercises:** (100 pts)

We will occasionally break into groups during class time to work on exercises that relate to material covered during lectures. Points vary, approx. 10-20 pts. each.

**1 Special Speaker Report:** (50pts)

Each Student will critique one guest speaker and fill out the critique sheet handed out in class. The hand out is a guideline of what to look for in a good presentation. Further instructions to be provided. You may attend a guest speaker here on campus or perhaps, check Seattle Weekly web site for times of Book Reviews.

**Speech #1 & #2 - Special Occasion Speeches** - You will choose 2 categories from the following list of special occasion speeches: an introduction, toast, after-dinner, eulogy, or acceptance speech. You can have fun with these. (25 pts each) 50 pts These may be read.

**#3 Narrative Speech/Show & Tell** - This speech allows you to share a story with the class. The story may be about you, about someone you know, or maybe drawn from something you've read. Lastly, it may be a show& tell (with this last one, you must bring the item) handout provided 2-3 min.(30 pts)

**#4. Demonstration- An Informative Speech** - Show the class How to Do something or Explain How something works. Visual aids and 2 sources are required. **Outline required.** Handout provided. (4-5 mins. - 100 pts.)

**#5. Persuasive Speech** - The focus is on changing or reinforcing the attitudes, beliefs values or behaviors of the audience. A detailed outline. Visuals, and 2 or more Sources are required. I am looking for statistics in diagram form as well as cited on the outline and Spoken aloud during the speech. 5 - 6 min. 100 pts. **Outline required**

**Outlines** - There are 2 formal outlines required to be turned in on the day you present. They must be typed in the same form as the template you will be given in class. The 2 speeches requiring an outline are the Demonstration Speech #4 and the Persuasive Speech #5. It's 10% of each speech grade.

It is due on the day you present and **it cannot be emailed.** You lose points if it is late.

**2 Peer Critiques** - Gaining feedback from the audience is important to all successful speakers. Students will be asked to evaluate one another's speeches, using a form provided by the instructor. Two Peer Critiques are required at 10 pts each = 20. You won't observe on the day you are assigned to speak. (Demo Speech #4 and the Persuasive Speech #5)

**GRADING:**

Course graded GPA which reflects A, B, C, D, F - with student's option to receive a Credit or No Credit Grade. Grades will be based on class participation, written assignments and exams. Credit will be apportioned in the following way:

Attendance/ In-class Exercises	100pts
Speech #1 & 2 (25pt each)	50
Speech #3 Narrative	50
Group Intro Exercise	30
#4 Demonstration (Informative) Speech	100
#5 Persuasive Speech	100
2 Peer Critiques 10 ea	20
1 Special Speaker Report (Critique Sheet	50
Mass Quiz	<u>100</u>
Total	600 points

**GRADING SCALE:**

Points \_\_\_\_\_ = Grade

570 – 600 = A (4.0 – 3.8)

540 – 569 = A- (3.7 - 3.5)

522 – 539 = B+ (3.5 - 3.4)

498 – 521 = B (3.3 - 3.2)

480 – 497 = B- (3.2 - 3.0)

462 – 479 = C+ (2.9 – 2.7)

Extra Credit Option (25 pts.) to be determined by instructor &amp; Pre authorization required

Points \_\_\_\_\_ = Grade

438 – 461 = C (2.6 – 2.4)

420 – 437 = C- (2.3 – 2.0)

402 – 419 = D+ (1.9 – 1.7)

378 – 401 = D (1.6 – 1.4)

360 – 377 = D- (1.3 – 1.0)

0 - 359 = F (.9 – 0)

**LATE OR MISSED ASSIGNMENT/EXAMS:**

There will be no “extra credit” assignments or “make-ups” of missed exams. Assignments or papers which are submitted after the designated due date will have points deducted 15% each day late.

**PLAGIARISM:**

Plagiarism is defined by the Honor Council document as “ the act of passing off as one's own, the ideas or writings of another.” I the Appendix to the Honor Council pamphlet call, “Acknowledging the Work of Others” (which is used by permission of Cornell University).

Three simple conventions are presented for when you must provide a reference:

1. If you use someone else's ideas, you should site the source
2. If the way in which you are using the source is unclear, make it clear.
3. If you received specific help from someone in writing the paper, acknowledge it.

**Americans with Disabilities Act Statement:**

If you need course adaptations or other assistance because of a disability, if you have emergency medical information you feel you should share with me, or if you need special arrangements in case this building must be evacuated, please contact me as soon as possible, prior to undertaking any assignment for which you require an adaptation. Verification through Disability Resource Services may be required.

Be sure to let me know of any concerns, emergencies, though out the quarter, so... don't wait until the end.

**Behavior Expectations & Requirements:**

- NO emailed papers please, I only accept printed copies,. And they MUST be STAPLED BEFORE YOU TURN THEM IN (Not Paper clipped). Points docked for Non-Stapled Papers.
- Not Arriving late to class
- Not Leaving before the end of class, please let me know in advance.
- Not using Cell Phones, Surfing Web Sites & Text Messaging or using I-Pods during class
- Talking during lectures or while another student is talking
- Not Walking into class during a presentation
- Waiting until the end of a Group Presentation to ask them questions.

**Spring 2010 - Scheduled Class Meetings**CMST &220 - **Public Speaking** - 0872-E

TTh 1:15 pm to 3:40 pm

*(Schedule is subject to revision per Instructors direction)***COURSE SCHEDULE****LECTURE & ASSIGNMENTS****Week 1 April**

T	6	Course Overview & Introduction What is Public Speaking?	Chapter 1
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Th	8	What is Public Speaking? Cont. The Communication Model ( <b>Speech #1 Intro</b> )	Chapter 1
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**Week 2**

T	13	Why is Speech Important? Ethics Exercise Audience Analysis	Chapter 2 Chapter 5
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Th	15	Special Occasion Speeches (handouts) What is a Good Speech? & Exercise	Chapter 17 Chapter 4
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**Week 3**

T	20	Introductions & Conclusions + Exercises Group Exercise 30 pts –no make up	Chapter 9
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TH	22	<b>Special Occasion Speeches #2 (A-Z)</b> (Your choice: Toast, After-dinner, Eulogy, Acceptance) Topic Selection (handout for Discovery Speech #3)	Chapter 6
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**Week 4**

T	27	Delivery	Chapter 12
Th	29	Organizing your Speech & Support + Exercise	Chapter 8 & 7

**Week 5 May**

T	4	<b>Speech #3 Narrative/Show&amp; Tell Speech #3 (A - L)</b>	
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Th	6	<b>Speech #3 Narrative/Show&amp; Tell Speech #3 (M - Z)</b>	
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**Week 6**

T	11	Outlining Visual Aids	Chapter 10 Chapter 13
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		<b>Special Speaker Critique Due (50 pts)</b>	
Th	13	Return Exam & Language Usage & Exercise	Chapter 11

**Week 7**

T	18	Informative Speaking	Chapter 14
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Th	20	Persuasion Speaking <i>Hand out -Study Guide for Quiz</i>	Chapter 15
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Week 8

T	25	<b>Demonstration Speeches #4 (Z - M) +Outlines</b>
Th	27	<b>Demonstration Speeches #4 cont. (L-A) +Outlines</b>

Week 9 June

T	1	<b>Demonstration Speeches #4 cont. +Outlines</b>
Th	3	<b>Mass Quiz - Chapters 1,2, 4-8, 10-14 (Scan Tron needed)</b> After quiz –free to practice on equipment or go to library to work on Your Persuasion Speech outlines

Week 10

T	8	Return Exams & Demo Speech results & check your outline rough drafts
Th	10	<b>Speech #5 Persuasion Speech + Outlines &amp;Observer Critiques (A-L)</b>

Week 11

T	15	<b>Last Day of Class</b> <b>Speech #5 Persuasion Speech +Outlines &amp; Observer Critiques (M -Z)</b>
W	16	Finals - no class
Th	17	<b>Final's Day: 9:30 am- 11:30 am</b> <b>Remaining Speech #5 Persuasion Speech +Outlines &amp; Observer Critiques</b>