

**CMST& 220 - Public Speaking (5 credit hours)**  
 Syllabus & Class Schedule, Spring 2017  
 Monday/Wednesday: 5:30-7:40 p.m. Location: R-211  
 Instructor: Debbie Pope Office: R-230  
 Canvas: <https://bc.instructure.com>  
 Office Hours: By appointment only  
 425/922-5296 (home)  
[debbie.pope@bellevuecollege.edu](mailto:debbie.pope@bellevuecollege.edu)

Note: Before you begin reading the course syllabus for CMST 220, you should know that your instructor is pathologically organized and detail-oriented. That's why this document is many pages long. It contains EVERYTHING – including the class schedule and all assignment due dates -- you need to know about CMST 220. Don't let it petrify you. I'm relatively harmless in real life. I'm just crazy about organization.

### COURSE DESCRIPTION

This course provides both a practical introduction to the fundamental principles of public speaking and a forum for practicing public speaking skills. Through a variety of instructional strategies -- discussion, class workshops, readings, lectures, presentations, and peer critiques -- students learn to prepare and deliver effective speeches. By the end of the course, students are enabled to address an audience with confidence, competence, and creativity.

### COURSE OBJECTIVES

1. To banish the fear of public speaking from your mind.
2. To help you realize that as an individual, you have something unique and worthy to say.
3. To reinforce your existing speaking skills and identify areas for improvement.
4. To help you recognize that public speaking is not a chore to be dreaded, but an opportunity to capture and engage the attention of your audience, to develop a relationship with them via effective presentation of not only your topic and material -- but of yourself, as well.
5. To help you appropriately apply public speaking skills to a variety of speech contexts.

REQUIRED TEXT: The Natural Speaker, 8<sup>th</sup> edition, by Randy Fujishin.

### GENERAL COURSE REQUIREMENTS

You are expected to:

- Attend class faithfully and be on time for all class meetings;
- Interact productively in class discussions and small group activities;
- Be prepared for discussions by reading all assigned material before class;
- Submit all written assignments typed, at the beginning of the class period on the designated due date.

### STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Cheating, stealing, and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student

Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at [http://bellevuecollege.edu/policies/2/2050\\_Student\\_Code.asp](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)

### BELLEVUE COLLEGE E-MAIL and ACCESS TO MyBC

All students registered for classes at Bellevue College are entitled to a network and E-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network, and log in to MyBC.

BC offers a wide variety of computer and learning labs to enhance learning and student success.

### ADD/DROP POLICY

BC policies allow instructors to drop students who do not attend class at the beginning of the quarter. If you fail to appear in class for the first week of school, you will be administratively withdrawn from this class on Friday, April 7 and you may not re-add it. If you are struggling in the course, please come talk to me. I will do whatever I can (within reason!) to assist you with class content and assignments. If you decide this class is not for you, it is your responsibility to officially drop the course. If you just stop coming to class, but do not officially drop the course, you will receive a 0.0 on your permanent college transcript. Please refer to your BC Student Handbook for further information regarding the add/drop policy.

### COURSE REQUIREMENTS & POLICIES

Readings: It is impossible to successfully complete this course without purchasing and reading the required text. Furthermore, it is essential that you complete the assigned readings before the classes during which we will discuss them. You cannot expect to keep up with the course development or intelligently contribute to class discussion if you haven't completed the readings. While I realize that many students attempt to save money by borrowing textbooks from friends, doing so presents more problems than benefits, especially when your friend is still trying to finish a book (for example) on Tuesday that you need to have read by class time that same night. Buy your textbook now. Stay caught up with your reading assignments.

### DEADLINES & DUE DATES

It is the responsibility of each student to meet all deadlines for class assignments. If you turn in a paper late, I will penalize it in the following way:

For each day a paper is late, I lower the final grade one full letter.

After three days (this includes weekends), there is no point in submitting the paper, because your grade at that point is "F" or zero points.

### DISABILITY RESOURCE CENTER

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations to be successful in college, please contact us as soon as possible.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) or 425.564.2764. ASN is in the Library Media Center in D125. [www.bellevuecollege.edu/autismspectrumnavigators/](http://www.bellevuecollege.edu/autismspectrumnavigators/)

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

The DRC office is in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by videophone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

## CLASS PARTICIPATION

Bertrand Russell once said, "Most people would rather die than think--and most do!" Thinking and reflecting are essential for the development of optimal writing skills, and the best way for you to sharpen your capacity to think is for you to be actively involved in class. This means not only that you show up for class but also that you are attentive once arrive, that you participate in class discussion and other assigned activities. Failure to do so will negatively affect your final grade. You may earn – or lose – 50 points of your final grade for your active participation – or your lack of it.

As you participate, do all that you can to make everyone's experience positive. Unacceptable behavior in this class includes: doing anything cell-phone related in class; working on non-class materials; eating or drinking disruptively; using tobacco; putting your head down for a nap; talking or whispering when someone else is trying to talk; and making comments that are intentionally disrespectful to another student. If I tell you that you are disrupting the class in some way, I expect you to change your behavior immediately. If you do not, I will ask you to leave the classroom.

Also, please note: Class begins promptly at 5:30 p.m. – not 5:35, 5:40, or 6:00 p.m. I expect you to be on time for each class. Late entry or early departure will be noted and will also negatively affect your in-class participation grade. I understand Seattle traffic is bad – crazy, unpredictable. But you have registered for a class that STARTS at 5:30 PM sharp. Once again, consistent late arrival will have a negative effect on your final grade. I stress this from the very first day of class. Also, please understand this: If you don't get off work until 6 PM, this is not the class for you. We start at 5:30 p.m.

And finally, your completion of the online course evaluation at the end of the course is part of your participation grade for CMST 220. Once you have completed the evaluation, you will receive a confirmation email from BC. You then forward that email to me so that I know you have completed the course evaluation. This is not an extra credit assignment; it is part of your participation score for the class.

## ATTENDANCE:

My attendance policy starts with the very first day of class, Monday, April 3. Late registration does not excuse you from this attendance policy. It's your responsibility as a student to register for classes on time and be present in class on the first day of the quarter. Not back from vacation yet? Super – hope you've had a blast. That's still an absence. Your cousin's getting married in Las Vegas and you're in the wedding? Great. Celebrate in style; that's still an absence.

The attendance policy is short, sweet, and non-negotiable. I allow you three (3) absences only for this class. Additional absences, regardless of the reason, result in the following penalties:

|              |   |                               |
|--------------|---|-------------------------------|
| 4th absence? | = | 30-point reduction            |
| 5th absence? | = | additional 60-point reduction |

6th absence? = Automatic course failure. At this point, your best option is to officially drop CMST 220 to avoid permanently marring your transcript with a grade of "F."

I mark attendance promptly at the beginning of class. If you arrive late, you will need to check with me at the end of class to ensure I record your presence. I do not go back later and mark you present if you do not notify me before the end of class that you are, indeed, present.

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

We're going to be moving rapidly through a lot of material this quarter, and each class will be important. Ultimately, you're the one paying for the course, and it's your choice whether or not to show up. If you choose not to attend class, know that it is your responsibility to act -- to find out what you missed and be on target, on track with the rest of us when you resurface. No one else will do it for you. "But I wasn't here that day," is never an excuse.

#### STATEMENT ON ATTENDANCE DURING SPEAKING DAYS

Because participation and cooperative learning are essential to the academic design of this course, your absence on a day when you are scheduled to speak or critique hurts your fellow students and impairs your own learning process. In addition, failure to give a speech/presentation at the proper time indicates a lack of kairos (ability to recognize and respond to what is timely). This is one of the most serious rhetorical errors that one might commit. It is why the following rule must be enforced: If you fail to appear in class on a day when you are scheduled to speak/present, you will receive a grade of "0" points (F) for that assignment. There are several ways you can avoid this penalty:

- If you know you will not be able to make it to class on a day when you are scheduled to speak, you can demonstrate your ability to adapt by making arrangements with a classmate to switch speaking dates with you. Remember, however, that you must inform me of the change. If you are traveling on an official athletic schedule, it is up to you to notify me as soon as possible and to make arrangements to fit your speaking and critiquing schedule with your travel.
- If a serious illness or emergency keeps you from performing your duties, you should do everything you can to contact me as soon as possible. Prompt consultation with me (within 24 hours) and possibly required documentation of the unavoidable event (e.g. a note from your doctor, a copy of the accident report, etc.) might result in the scheduling of a make-up speaking date if the circumstances that caused the absence are deemed severe enough to merit rescheduling and if there is time in the schedule to accommodate a make-up assignment. Those are two big "ifs."

#### TARDINESS and EARLY DEPARTURE:

I stress this again: Coming late to class or leaving class early is unacceptable. Two (2) instances of tardiness or early departure will be considered one (1) absence. I expect you to be in your seat and ready to begin class at 5:30 p.m. This means – if you drive to campus -- arriving at BC early enough to not only snag your parking spot (always a challenge, so keep that in mind, please) but also to then make your way to the classroom. Additionally, it means – if you commute by bus – that you need to keep in mind a sad truth: the bus schedule is not always a timely one. Make sure you take the bus early enough to arrive on campus and get to class before 5:30 p.m. Based upon previous experiences with this morning class, I must stress this point: You cannot expect to pass this course if you are consistently late to class. You must be in class, prepared to start at 5:30 p.m.

If this requirement is going to be difficult or impossible for you to meet, because you have work scheduling conflicts or you have a crazy commute to navigate, then you need to drop this section of CMST 220 and find a section of the class that will work better with your ability to get to class on time. I must stress again that the class STARTS at 5:30 p.m. – not 5:35, 5:40, or 6:00. If you've made a commitment to your education by registering for this class, you need to manage your schedule – and your commute so that you can be here on time. That's your responsibility – not mine.

## PUBLIC SAFETY AND EMERGENCIES

Public Safety is in D 171 and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system.

If you are uneasy about going to your car for any reason, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:

- 1) Take directions from those in charge of the response -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

## ACADEMIC CALENDAR

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) - On this calendar, you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) - . This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final

## INCOMPLETE GRADES

I do not assign incomplete grades for any course, for any reason.

## LAPTOPS, CELL PHONES, IPODS, IPADS, & SIMILAR INSTRUMENTS OF DISTRACTION

Cell phones, as well as other electronic devices, are an increasing problem in classroom culture, due to incoming calls and text messaging. I approach this problem simply and directly:

- Your cell phone is to be stored in your backpack and/or purse. I don't want to see it on your desk, in your lap, in your hands. A cell phone has no place in the classroom.
- Additionally, your stored cell phone is to be turned completely off – not just on vibrate. If I discover you using your cell phone during class to send or receive texts, or if you are responsible for more than one “in-class ringing” incident, I will reduce your final grade by one full letter.

Yes, I am that serious about the cell phone ban.

Bottom line: No cell phones in class. No calls. No texting. I expect you to be fully engaged with the material at hand and fully involved in the moment – and the moment belongs to CMST 220.

Laptops or iPads may be used only if I give you an assignment that requires them. Otherwise, they, too, are to be stored once class begins.

## LEARNING ENVIRONMENT

What follows is the Bellevue College Arts & Humanities Division policy on classroom behavior:

The college's 'Affirmation of Inclusion' is posted in each classroom and sets forth the expectation that we will all treat one another with respect and dignity regardless of whether or not we agree philosophically. This expectation is in line with the principle of free speech in a free society: we have the right to express unpopular ideas as long as we don't show disrespect for reasonable people who might believe otherwise. In an on-line [or hybrid] course, you will be expressing ideas through the medium of the course site rather than face to face in the classroom. In that case, these expectations refer to the courtesy with which you communicate with one another through e-mails and e-discussions.

Part of this respect involves professional behavior toward the instructor, colleagues, and the class itself. Disruptive behavior is disrespectful behavior. The Arts and Humanities Division honors the right of its faculty to define "disruptive behavior," which often involves such things as arriving late, leaving early, leaving class and then returning, talking while others are trying to hear the instructor or their group members, doing other homework in class, wearing earphones in class, bringing activated beepers, alarm watches, or cell phones into class, inappropriate comments or gestures, etc. In on-line courses, “flaming’ anyone in the class is also considered disruptive behavior. Such behavior interrupts the educational process. When you are in doubt about any behavior, consult your instructor during office hours. We recognize the judgment of the instructor as the final authority in these matters.

When disruptive behavior occurs, instructors will speak to or e-mail the students concerned. Those students are then responsible for ending the disruptions at once. Failure to do so may result in removal of the disruptive student from class.

All students should check A&H [Student Procedures & Expectations](#).

## NOTE

Should you have concerns about any aspect of the class, I encourage you to come to me with them. If for any reason you don't feel comfortable raising your concerns with me, the usual next step would be to speak with the program chair (Katherine Oleson, [koleson@bellevuecollege.edu](mailto:koleson@bellevuecollege.edu)). You can refer concerns about this class to the Arts and Humanities Division Dean, Maggie Harada ([maggie.harada@bellevuecollege.edu](mailto:maggie.harada@bellevuecollege.edu)) or the Assistant Dean, Scott Bessho ([scott.bessho@bellevuecollege.edu](mailto:scott.bessho@bellevuecollege.edu)) in the Arts and Humanities division office (R230). An additional

resource for concerns you find aren't being addressed by faculty or administration is the Ombuds Office (<http://www.bellevuecollege.edu/ombuds/default.html>).

#### INCLEMENT WEATHER: Where to Check for Closure Information

BC provides several distribution methods for getting this information to you. You are encouraged to use one or more of these services or tools to check for campus status.

- Call BC's 24-hour recorded hotline at (425) 401-6680.
- Your email, phone or mobile device! Students and employees may sign up to receive emergency email or text message alerts directly from BC as soon as changes are made to the campus status during emergency situations. Go to the BC Alert System sign-up page to learn more or sign in to edit your profile.
- Use Schoolreport.org—BC also provides emergency information to this website during inclement weather-related closures. This resource also provides an email notification service you may sign up for if you are not eligible to use BC's Alert System. With Schoolreport.org you will receive emergency information for Bellevue College as well as 125 other Puget Sound-area schools and school districts.

#### OUTLINES

I require you to submit a typed outline of your speech to me before you present the speech in class. Bring two copies of your outline to class -- one for me, one for your own use during the speech. Failure to submit your outline before your speech results in a point reduction for that speech.

Further, outlines must follow the sample speech outline on pages 52-53 of your textbook. Your outline should look exactly like that. The sample outline is also posted in Canvas.

#### SPEECH ATTIRE

Dress for public presentations must be appropriate. Your appearance makes an important nonverbal statement to your audience regarding your attitude toward them and about the speaking engagement. For this class, you are required to dress up for each presentation you make. Furthermore, I must be able to recognize that you have done so. If I cannot tell -- in one glance -- that you have dressed up appropriately for your presentation, your grade for the speech will suffer.

What's appropriate attire for men? Dress pants, buttoned shirt (no jerseys, oversized t-shirts, etc. -- shirt must be tucked in) and nice shoes. While not required, jackets and ties are strongly recommended. Appropriate attire for women? A "Sunday" dress or matching skirt and jacket. If you opt for slacks, wear a jacket or blazer with them. Both genders: Think professional job interview after graduation with a major corporation.

Inappropriate attire: Shorts, jeans, t-shirts, hats, caps, sweats, sweatshirts, flip flops, athletic shoes of any kind.

I'm very serious about the dress code for public presentations. If you're aiming for an "A" in this class, you must be also. Remember: Your "dressed-up" appearance must be immediately, clearly recognizable to all who feast their eyes upon you. I must be able to obviously recognize you've gone to some extra pain in presenting not only your speech but also yourself.

## SPEECH TIME LIMITS

Public speaking is deliberate. It is planned, rehearsed. It is not conversation. It is not spontaneous and free flowing. In other words, you will not stand before your audience in this class and have a talk with them. Because of the deliberate nature of public speaking, each speech you deliver in this class has a specific time requirement. Point deductions will be made if your speech is too long or too short. You have a responsibility to your audience to adhere to all speech time limits. Failure to do so -- even if you deliver an excellent speech in terms of content and technique -- will lower your grade for the presentation substantially. Take this statement seriously. It means that you must PRACTICE, PRACTICE, PRACTICE your speech before your delivery date and that you must time it.

## OF INTEREST

There are no “do-overs” in this class. Consistently over the last several years – and astonishingly, amazingly – I’ve had students come to me after receiving a grade for a paper or an exam and ask, “Professor Pope, may I do this over? May I make corrections and re-submit it? May I take the test over so I can study better and get a higher grade?”

Please understand that I say the following kindly and with the utmost respect: At the college level there are no “do-overs.” For each paper, speech, and/or project, you must do your best FROM THE START. For each exam, you must study your best FROM THE START. What does that mean? Exactly what it says. If you want the best grades, you must deliver your best work – from the get-go.

## ASSIGNMENTS & EVALUATION

|  |            |
|--|------------|
| Overall Class Participation  | 50 pts.    |
| Speech #1: Self-Introductory Speech, “Me, Myself, and I”                 | 100 pts.   |
| Speech #1: Self-Evaluation of Videotaped Speech                          | 25 pts.    |
| Speech #2: Informative or Demonstration Speech                           | 100 pts.   |
| Speech #2: Self-Evaluation of Videotaped Speech                          | 25 pts.    |
| Speech #3: Commemorative, Humorous/Entertaining, or<br>Persuasive Speech | 100 pts.   |
| Speech #3: Self-Evaluation of Videotaped Speech                          | 25 pts.    |
| Speech #4: The Academy Awards  | 75 pts.    |
| 3 Exams @ 100 points each  | 300 pts.   |
| <b>TOTAL POINTS POSSIBLE</b>   | <b>800</b> |

Your final grade is based on a scale of 800 points, minus any points for excessive absences.

## FINAL GRADE SCALE

|             |   |    |                |
|-------------|---|----|----------------|
| 94-100%     | = | A  | 752-800 points |
| 91-93%      | = | A- | 728-751 points |
| 88-90%      | = | B+ | 704-727 points |
| 84-87%      | = | B  | 672-703 points |
| 81-83%      | = | B- | 648-671 points |
| 78-80%      | = | C+ | 624-647 points |
| 74-77%      | = | C  | 592-623 points |
| 71-73%      | = | C- | 568-591 points |
| 68-70%      | = | D+ | 544-567 points |
| 64-67%      | = | D  | 512-543 points |
| 60-63%      | = | D- | 480-511 points |
| 59% & below | = | F  | 479 & below    |

NOTE: Occasionally it is necessary to drop one speech assignment due to lack of time during the quarter. On the other hand, it is sometimes necessary to add a speaking assignment if a class is small. In either event, the total number of points you may accumulate for the quarter changes.

I do reserve the right to modify the number and kind of assignments for the course, depending on our progress and the number of students in the class. The final grade scale will be modified to reflect any such changes.

Public Speaking, Spring Quarter 2017  
Tentative Course Schedule  
Please note that "tentative"

is the operative word. I reserve the right to modify the schedule depending upon course progress.

WEEK 1

April 3  
Monday

Course overview/Student Interviews/Distracting Behaviors  
Introduce "Me, Myself, and I" speech assignment Homework:  

1. Purchase your textbook immediately, please. The Natural Speaker, 8<sup>th</sup> edition. Earlier editions will not work for this class.
2. Read Chapter 1 before next class.
3. Begin reviewing sample student speeches in Canvas for speech assignment #1: "Me, Myself, and I"

April 5  
Wednesday

Class discussion: Chapter 1, The Natural Speaker  
 Class Lecture #1: The Role of Self-Concept in Public Speaking  
 Class Lecture #2: Conquer Your Fear and Miscellaneous Tips  
 Homework: Review more sample student speeches in Canvas for speech assignment #1: "Me, Myself, & I"  
 Also: Read The Natural Speaker, Chapter 2 before next class.

WEEK 2

April 10  
Monday

Class discussion: Chapter 2, The Natural Speaker  
 Class Lecture #3: The Essential Elements of Effective Speakers  
 Class Lecture #4: All About Your Audience, 12 Basic Truths  
 Homework: Review more sample student speeches in Canvas for speech assignment #1: "Me, Myself, and I"  
 Also: Read The Natural Speaker, Chapter 3 before next class.

April 12  
Wednesday

Class discussion: Chapter 3, The Natural Speaker  
 Class Lecture #5: Introductions & Conclusions  
**MANDATORY ATTENDANCE.** This is an interactive class lecture and each of you will have a role to play in it. More importantly, this material is vital to your

success in the class. I will grade the introductions and conclusions you present in class for each of your speeches based on the information in this lecture. Of course, it is also test material for the first exam.

Homework: Read *The Natural Speaker*, Chapter 6 before next class; it's included on the exam.

Also: Study for Exam 1, which will be administered during class on Monday, April 17. This exam covers Chapters 1-3 & 6 of *The Natural Speaker*, as well as all class lecture through April 13. See the Canvas home page announcement for more details about this test.

WEEK 3  
April 17  
Monday

Exam 1: Lectures 1-5 & Chapters 1-3 & 6 of *The Natural Speaker*. The exam consists of multiple choice and true-false items (to cover textbook material) and fill-in-the-blank questions (for lecture material). It is a group exam, meaning you will complete this exam in class, working in small groups. You will have the entire class period in which to complete the test.

Homework: Read *The Natural Speaker*, Chapter 4 before next class.

Also: Finish writing your manuscript for the "Me, Myself, and I" speech. It's due – PRINTED COPY – in class on Wednesday, April 19.

**IMPORTANT:** A manuscript is not an OUTLINE. A manuscript is the FULL TEXT of your speech – at least what you THINK you want to say. It is, essentially, a 5-paragraph essay: Introduction, 3 body points, conclusion. If you come to class without a completed manuscript of your "Me, Myself, and I" speech on Wednesday, April 19, you cannot participate in the rehearsal session, and I will dismiss you from class. And yes, it will count as an absence. You also lose the points assigned for this part of the speech. Pay attention to the evaluation sheet on the assignment handout. Everything you do in preparation for this speech has a point value assigned to it. Additionally, if you arrive late to class your assigned group will have already left the classroom and you will not be able to participate in the rehearsal session – which – again – means you lose points for the activities tonight. **BOTTOM LINE:** You need to be in class on time and fully prepared on Wednesday, April 19

April 19  
Wednesday

**MANDATORY ATTENDANCE TONIGHT.**

First Hour of Class: DUE: 2 copies of manuscript for "Me, Myself, and I" speech. You will give one copy to me and use the other copy for your small group rehearsal session.

Small group rehearsals and critique; ALSO: BRING YOUR LAPTOP TO CLASS TONIGHT. You will need it to compose the evaluation of your rehearsal session.

**NOTE:** If you are late to class tonight and your assigned group has already left the classroom, you will not be able to participate in this activity, which has a significant point value on your speech. You will lose those points. As well, if you come to class UNPREPARED –

meaning, you do not have a completed manuscript (printed copy in hand) – I will dismiss you from class and it will count as an absence. Without a prepared, printed manuscript in hand, you cannot take part in this activity and will lose the points associated with it. Here's the bottom line for tonight: You must be in class on time, and you must be fully prepared with a printed copy of your completed manuscript for the "Me, Myself, and I" speech in hand.

Second Hour of Class: Write self-evaluation of rehearsal session. You will need your laptop for this part of class.

Homework: Read The Natural Speaker, Chapter 5 before next class.

WEEK 4  
April 24  
Monday

Class discussion: Chapters 4 and 5, The Natural Speaker

DUE: 2-page response to rehearsal and critique session. PRINTED COPY ONLY. This assignment cannot be e-mailed.

DUE: Topic & Sources for Informative/Demo Speech. PRINTED COPY ONLY. No, I don't want the whole article(s). Simply type the TITLE of your speech, and the two published sources of information you are using as supporting material. This assignment cannot be e-mailed.

Class Lecture #6: The Age-Gap Problem

Class Lecture #7: What Audience Members Know  
Without Being Told

Class Lecture #8: Questions that Float Through the  
Minds of Audiences

Class Lecture # 9: Read Your Listeners as You Speak

Class Lecture #10: Four Stances from Which We Speak

Homework: Rehearse "Me, Myself and I" speech.

Also: Read The Natural Speaker, Chapter 7 before next class.

April 26  
Wednesday

Round 1: "Me, Myself, and I" speeches

Don't forget your outline. You must submit it to me before you speak. You lose points on the assignment if you do not submit your outline first. As well, remember that your outline must model the sample tribute speech outline on pages 52-53 of your text – exactly.

SPEAKERS: TBA

Homework: Read The Natural Speaker, Chapter 10 before next class.

## WEEK 5

May 1

Monday

Round 2: "Me, Myself, and I" speeches

Don't forget your outline. You must submit it to me before you speak. You lose points on the assignment if you do not submit your outline first. As well, remember that your outline must model the sample tribute speech outline on pages 52-53 of your text – exactly.

SPEAKERS: TBA

Homework: Study for Exam 2 (Class lectures 5-10 & Chapters 4, 5, 7, and 10 of The Natural Speaker)

May 3

7, and 10 of The Natural Speaker.

First Hour of Class: Exam 2 = Class lectures 6-10 and Chs. Wednesday

4, 5,

Second Hour of Class: DUE: 2 copies of manuscript for Informative/Demo Speech; Small group rehearsals.

NOTE: If you are late to class tonight and your assigned group has already left the classroom, you will not be able to participate in this activity, which has a significant point value on your speech. You will lose those points. As well, if you come to class UNPREPARED – meaning, you do not have a completed manuscript (printed copy in hand) – I will dismiss you from class and it will count as an absence. Without a prepared, printed manuscript in hand, you cannot take part in this activity and will lose the points associated with it. Here's the bottom line for tonight: You must be in class on time, and you must be fully prepared with a printed copy of your completed manuscript for the Informative or Demonstration speech in hand.

Homework: Write self-evaluation of rehearsal session.

Due in class on Tuesday, Feb. 7, printed copy. I will not accept this via e-mail.

ALSO: Read The Natural Speaker, Chapter 8 before next class.

## WEEK 6

May 8

Monday

Class discussion: Chapter 8 of The Natural Speaker

DUE: 2-page response to rehearsal and critique session.

PRINTED COPY ONLY. This assignment cannot be e-mailed.

ALSO DUE: Speech #3 = Topic (for Humorous, Commemorative, or Persuasive speech) and Sources (if you opt to give the persuasive speech. No sources required for Humorous or Commemorative.) PRINTED COPY ONLY. No, I don't want the whole article(s). Simply type the TITLE of your speech, and the two published sources of information you are using as supporting material for the persuasive speech. I will not accept this assignment via e-mail.

Class Lecture #11: How to Avoid Offending Your  
Audience with Sexist Language  
Class Lecture #12: Persuasive Speaking  
Class Lecture #13: Orchestrating the Environment

Homework: Read *The Natural Speaker*, Chapter 9 before  
next class.

May 10  
Wednesday

ROUND 1: Informative or Demonstration speeches  
Don't forget your outline. You must submit it to me before you speak. You lose points on the assignment if you do not submit your outline first. As well, remember that your outline must model the sample speech outline on pages 52-53 of your text – exactly.  
SPEAKERS: TBA

WEEK 7  
May 15  
Monday

ROUND 2: Informative or Demonstration speeches  
Don't forget your outline. You must submit it to me before you speak. You lose points on the assignment if you do not submit your outline first. As well, remember that your outline must model the sample speech outline on pages 52-53 of your text – exactly.  
SPEAKERS: TBA

May 17  
Wednesday

ROUND 1: Commemorative, Humorous, or Persuasive speeches. Don't forget your outline. You must submit it to me before you speak. You lose points on the assignment if you do not submit your outline first. As well, remember that your outline must model the sample speech outline on pages 52-53 of your text – exactly.  
SPEAKERS: TBA

WEEK 8  
May 22  
Monday

MANDATORY ATTENDANCE TODAY.

First Hour of Class: Class Lecture #14: Ceremonial Speaking; Academy Awards = Assignments distributed in class today.

Second Hour of Class: Round 2: Humorous, Commemorative, or Persuasive speeches. Don't forget your outline. You must submit it to me before you speak. You lose points on the assignment if you do not submit your outline first. As well, remember that your outline must model the sample speech outline on pages 52-53 of your text – exactly.  
SPEAKERS: TBA

May 24

ROUND 3: Humorous, Commemorative, or Humorous

Wednesday speeches. Don't forget your outline. You must submit it to me before you speak. You lose points on the assignment if you do not submit your outline first. As well, remember that your outline must model the sample speech outline on pages 52-53 of your text – exactly.  
SPEAKERS: TBA

WEEK 9

May 29  
Monday

MEMORIAL DAY HOLIDAY: NO BC CLASSES

May 31  
Wednesday

Professor Pope is at The Teaching Professor Conference in St Louis, MO. Class does not meet tonight. Be sure you are rehearsing for your final presentation: The Academy Awards!

WEEK 10

June 5  
Monday

Exam 3: Class Lectures 11-14 & The Natural Speaker, Chapters 8 & 9.

DUE TONIGHT via e-mail: Course Evaluation CONFIRMATION email from BC, showing that you have completed the evaluation.

June 7  
Wednesday

MANDATORY ATTENDANCE  
The Academy Awards: Voting and Workshop

WEEK 11

June 12  
Monday

MANDATORY ATTENDANCE  
THE ACADEMY AWARDS! Formal attire required.