

2018-2019  
Saint Patrick High School  
Saint Mary's University of Minnesota  
COM 101: PUBLIC SPEAKING

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**Course Text and Materials**

Devito, Joseph A. The Essential Elements of Public Speaking 3<sup>rd</sup>. Pearson Education: New York.  
Pencils/ Pens

1 Subject Notebook

**Course Description**

This course prepares students to make effective informative and persuasive presentations incorporating audiovisual enhancements; and, to utilize active listening techniques. The responsibilities of both the speaker and the listener are stressed. Practical experience in preparation, delivery, participation, and evaluation are provided. In addition, interpersonal communication, interview skills, and debate will be explored.

**Course Goals**

- \* Students will provide effective and critical feedback to public speeches
- \* Students will be able to make effective informative and persuasive presentations using both Elmo and Power point.
- \* Students will become active listeners. They will be able to remember, assess, and respond to the content, organization, and delivery of their peers' speeches.
- \* Students will utilize critical thought while speaking in small groups

**Learner Outcomes**

In the process of achieving these goals students will be able to:

- I.
  - \* Identify the components of the communication model.
  - \* List and implement the Basic Format, the organizational pattern used in public speaking.
  - \* Identify and demonstrate the skills associated with verbal communication skills.
  - \* Identify and demonstrate the skills associated with non-verbal communication skills.
  - \* List and implement effective techniques for attention-getters and memorable statements.
  - \* Compose an effective specific purpose statement: worded from the audience's viewpoint, worded in behavioral terms, and attainable.
  - \* Effectively adapt a speech to a particular audience based on audience analysis.
  - \* Gather information using reliable research techniques which effectively incorporate both library and internet resources.
  - \* Describe the various types of supporting materials used in speeches, how they might be utilized more effectively, and how they may be cited within a speech.
  - \* Identify the organizational pattern used in arranging the main points of a speech.
  - \* Construct a detailed formal outline of a speech.
  - \* Identify the four methods of speech delivery.
  - \* Identify speech delivery techniques which are effective and those which should be avoided.
  - \* Prepare and effectively use needed audio visual enhancements.
  - \* Prepare Powerpoint slides and effectively incorporate them into presentations.
  - \* Identify the necessary components of persuasive speaking
  - \* Distinguish between questions/claims of fact, value, and policy.
  - \* Identify inductive, deductive, causal, and analogical reasoning techniques.

II.

- \* List techniques involved in active listening and practice strategies to incorporate them into daily communication, both as listeners and speakers.
- \* List possible deterrents to effective listening and formulate strategies for listeners and speakers to deal with these problems.
- \* Confidently evaluate videotapes of their own speeches, citing specific reasons why the speeches are effective or ineffective and providing suggestions for improvement.
- \* Confidently evaluate the speeches of their peers, citing specific reasons why the speeches are effective or ineffective and providing useful suggestions for improvement.
- \* Listen to various speeches and be able to verbally respond by citing the specific purpose statement, the main points, supporting materials, and reliable sources mentioned in the speech.

### **Assessment**

Assessment opportunities for students to demonstrate how well he has mastered the above learner outcomes include: speeches, verbal responses, tests, completion of assignments and exercises, peer evaluation, self evaluation, and class participation.

### **Evaluations**

Students must complete all assignments in order to pass the course. Point distribution for the final grade will be based on the approximate percentages listed below. A more detailed list with the point value of the various course assignments will be forthcoming.

Verbal Presentations and Written Components	55%
Tests & Comprehensive Final	30%
Daily Assignments, Class Work, Participation	15%

### **Oral Assignments**

The criteria used for grading oral assignments will be distributed and explained before the first graded speaking assignment. A sheet listing requirements for each assignment and an evaluation sheet for each assignment will be provided before each assignment is due.

### **Attendance**

Attendance will be taken. Since Speech is a participation course, and runs on a very tight schedule, regular attendance is necessary; this will be seen in the participation grade.

**REMEMBER: it is attitude and not aptitude that defines your altitude.**

### **Missed/Late Assignments**

Failure to deliver a speech on the assigned day, will result in the automatic reduction of that speech grade one full level, if, in fact, the student is allowed to make up the speech. Failure to take a test on the assigned day will result in no credit for that test, unless prior arrangements have been made with the instructor. Similarly, daily assignments are not accepted after the due date unless prior arrangements have been made with the instructor. Students must complete all speaking assignments in order to pass the course. The written work which accompanies each speaking assignment must be handed in before you speak. If you do not have the written work completed, you do not have the speech completed, so you will not be able to present on that day. In such a circumstance, the speech would be considered late, and all the consequences and implications cited above would apply.

### **Disability Policy Statement**

Saint Patrick High School does not discriminate in the admission of students based upon ethnic or national backgrounds, race, religion, or physical disability for which reasonable accommodations can be made.

### **Academic Dishonesty**

Students at Saint Patrick High School should pursue their education with honesty and integrity. This means that a student's work and achievement should be the result of his own efforts. The following methods of academic dishonesty are not allowed: copying another's homework, possession of a test or exam, cheating on quizzes or tests, plagiarism of any kind, that is, passing off another's work as one's own. Any act of academic dishonesty will result in a 0 for the grade and will be reported to the Director of Curriculum.

NOTE: The course syllabus and schedule are decided by the instructor and are subject to change.

### **Course Outline**

The following list is the major assignments:

**Participation-** In this class, **silence is not golden!** This class is based solely upon student participation. We will have discussions, create group projects, share solo work, and work with collaborative criticism. In the spirit of this, participation will weigh heavily on the student's grade; this grade will also fluctuate over the course of the semester.

**Introductory Speech-** 2-3 minutes. A short speech of introduction about themselves.

**Oral Interpretation of Literature-** 3 minutes. A compilation of poetry, prose, and/or drama that are both intriguing to the audience and reflect your personal expressive preferences. Importance will be placed on voice, movement, and expression in elucidating the text.

**Impromptu-** 3 minutes in length. This speech will be short presentation that has no prep time.

**Informative Speech-** 4-5 minutes in length. A speech used to inform the audience about some object, process, concept, or event. Extensive research is necessary. A final draft of the preparation outline (with attached bibliography) is to be handed in just prior to delivering the speech. Use of a visual aid is required.

**Persuasive Speech-** 5-7 minutes in length. A speech used to persuade the audience with a question of fact, value, or policy. Speakers may seek either immediate action or passive agreement. This speech will require considerable research and skillful use of the methods of persuasion. Use of Powerpoint is required.

**Revised Persuasive Speech-** After a meeting with the instructor and formal revisions, the student will present the persuasive speech again.

**Special Occasion Speech-** 5 minutes in length. A speech that is presented to a specific group for a specific reason; a eulogy or commencement speech.

**Group Communication** – Students will work on group communication exercises.

**Quizzes-** Quizzes will generally consist of between 5-10 multiple-choice, true/false, and/or essay questions. They may be announced a class period ahead or of the “pop” variety. The questions for quizzes may be on material assigned for reading but not yet discussed in lectures.

**Final Examination-** This will be a written exam, as well as a Grand Narrative Speech.

### **Weekly Schedule**

<b>Weeks</b>	<b>Unit</b>	<b>Activities</b>
Week One	Public Speaking Basics	
Week Two	Speechwriting is Storytelling	Storytelling/ Mission Statements
Week Three	Structuring a Speech	Outlines, Supporting a Speech
Week Four	Impromptu Speaking Basics	Letters, Apology, Impromptu skills
Week Five	Introduction Speech	Introduction Speech
Week Six	Interpretation of Literature	Coffeehouse
Week Seven	Literature Performance	Interpretation of Literature
Week Eight	Researching a Speech	Research Project
Week Nine	Impromptu Speech	Impromptu Speech
Week Ten	Informative Speaking	Speech Prep materials
Week Eleven	Informative Speeches	Informative Speech
Week Twelve	Persuasive Speaking	Speech Prep materials
Week Thirteen	Persuasive Speeches	Persuasive Speech
Week Fourteen	Special Occasion Speaking	Dedication, Toast, Awards
Week Fifteen	Special Occasion Speeches	SOS Speech
Week Sixteen	Redo Persuasive Speeches	Persuasive Speech
Week Seventeen	Final Exam Prep	Final Exam
Week Eighteen	Final Exams	Final Exam

### **Extra Credit Opportunities**

Listed below are possible options for extra credit. PLEASE NOTE THAT EXTRA CREDIT CAN ONLY BE RECEIVED IF ALL ASSIGNMENTS ARE UP TO DATE!

**Public Speaking Review-** You can receive up to 20 points for attending and reviewing a public speaking engagement. Details will be given by the instructor.

**Public Speaking at an Event-** You can receive up to 30 points for public speaking at an event if you write a process paper. Details can be obtained from the instructor.