

# COMM 202 Fundamentals of Speech

## CRN 30216 Fall 2007

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Office: D-11; Phone: 304 260-4377

Office Hours: Mondays-12:15-3:15 p.m.

Tues & Thurs-10:50-12:20 p.m.

Wednesdays-12:15-3:15, & 4:30-5:30 p.m.

**Course Description:** This course equips the student with the necessary tools to construct, deliver, and analyze public communication messages.

**Course Objectives:**

- Build confidence while speaking in front of an audience
- Learn introductory history, philosophy and concepts of public speaking
- Practice public speaking skills such as topic selection, research, organization, and delivery
- Evaluate speeches
- Participate in a collaborative working environment so that we may all learn from each other and improve as public speakers.

**Student Learner Outcomes:** Student will be able to construct, deliver and evaluate public communication messages.

**Required Text:** The Art of Public Speaking, 9<sup>th</sup> ed. by Stephen E. Lucas. Published by McGraw Hill.  
ISBN# 0-07-321633-X

### Course Requirements and Instructor Expectations:

- Read the assigned chapters in the textbook
- Attend class and participate in class discussions and activities
- Prepare, perform and evaluate speeches
- Demonstrate respect for fellow classmates

**Grading:** All work is assigned a point value. The total points earned are divided by the total points available to determine your grade.

### Grading Breakdown of Points

Introduction Speech	20 points
Informative Speech #1	30 points
Informative Speech #2	50 points
Midterm Exam	50 points
Persuasive Speech	50 points
Attendance/Participation	50 points
Final Exam	<u>50 points</u>
<b>TOTAL</b>	<b>300 POINTS</b>

### Final letter grades will be as follows:

90% – 100% - A
80 % – 89 % - B
70% – 79% - C
60 %– 69% - D
Below 60% - F

**Attendance:** Attendance is necessary in this class. Being absent deprives you of valuable classroom discussions and experiences. Absences prevent you from effectively fulfilling course assignments. If a student is not available to give his or her speech on a selected/assigned day, a make up speech will be permitted and is subject to a 5 point penalty (deduction of speech grade). Attendance is taken at the beginning of class. Students entering class late will be counted as tardy. Three late arrivals equals one absence. Attendance will be counted as a portion of your final grade.

**Academic Dishonesty:** Cheating in all its forms, including plagiarism and cheating on visual work is considered an academic matter to be controlled and acted upon by the individual instructor. Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of "F" in that course as outlined in the Blue Ridge CTC Catalog.

**Withdrawal Procedures:** Beginning on the sixth day of the fall and spring semesters until 4 p.m. on Friday of the twelfth class week, a student may withdrawal from a class. The last day to withdraw from this course is Friday, November 9, 2007. A student wishing to withdrawal from this course must submit a completed Withdraw Form to the Enrollment Office at Blue Ridge CTC. The Withdrawal Form is available in the Enrollment Management Office or your Academic Advisor. A completed Withdrawal Form includes the signature of the student's Academic Advisor and the instructor of the course being dropped. Failure to submit the completed Withdrawal Form to the Enrollment Management Office by the deadline will result in the grade of IF or F.

## Class Schedule

*\*The class schedule may be revised by the instructor based on the progress of class. Changes will be communicated in class or via email.*

Week	Date	Covered in Class
1	Mon., Aug. 20	Introduction to Class; Distribution of Syllabus
	Wed., Aug. 22	Fear of public speaking, class activity
2	Mon., Aug. 27	Chapter 1; Introduction Speech Draft Script Due
	Wed., Aug. 29	Introduction Speeches (2 -2 ½ minutes per student)
3	Mon., Sept. 3	LABOR DAY – NO CLASS
	Wed., Sept. 5	Chapter 2
4	Mon, Sept. 10	Chapter 4; Informative Speech #1 Topic Due
	Wed., Sept. 12	Chapter 14;
5	Mon., Sept. 17	Informative Speech # 1 Workshop; Worksheet, & Draft Script (w/ outline) Due
	Wed., Sept. 19	Informative Speeches (3 min. minimum – 4 min. maximum)
6	Mon., Sept. 24	Informative Speeches (3 min. minimum – 4 min. maximum)
	Wed., Sept. 26	Informative Speeches (3 min. minimum – 4 min. maximum)
7	Mon., Oct. 1	Chapters 5 & 6
	Wed., Oct. 3	Chapter 7 & Mid-term review
8	<b>Mon., Oct. 8</b>	<b>Mid-term exam</b>
	Wed., Oct. 10	Chapter 8
9	Mon., Oct. 15	Chapters 9 & 10, Informative Speech #2 Topic Due
	Wed., Oct. 17	Chapter 13
10	Mon., Oct. 22	Informative Speech # 2 Workshop; Worksheet & Draft Script (w/outline) Due
	Wed., Oct. 24	Informative Speeches (3 min. minimum – 5 min. maximum; must use visual aid—not PP)
11	Mon., Oct. 29	Informative Speeches (3 min. minimum – 5 min. maximum; must use visual aid—not PP)
	Wed., Oct. 31	Informative Speeches (3 min. minimum – 5 min. maximum; must use visual aid—not PP)
12	Mon., Nov. 5	Chapter 15
	Wed., Nov. 7	Chapter 16; Persuasive Speech Topic Due
13	Mon., Nov. 12	PowerPoint & Chapter 12,
	Wed., Nov. 14	Persuasive Speech Workshop; Worksheet, Draft Script, & PP print-out due
14	Mon., Nov. 26	Persuasive Speeches (4 min minimum – 5 min. maximum; must use PP)
	Wed., Nov. 28	Persuasive Speeches (4 min minimum – 5 min. maximum; must use PP)
15	Mon., Dec. 3	Persuasive Speeches (4 min minimum – 5 min. maximum; must use PP)
	Wed., Dec. 5	Course Summary; Course Evaluation, Review for Final Exam
16	<b>Mon., Dec. 10</b>	<b>Final Exam</b>