

Public Speaking (SPCH 1315) Online



Credit: 3 semester credit hours (3 hours lecture)

Prerequisite/Co-requisite: Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:
<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>.

Course Description

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. *This course is time-bound, structured, and completed fully online. Recorded speeches with an audience are required.*

Required Textbook and Materials

There are two required textbooks for this course:

1. A Concise Public Speaking Handbook, 3rd Edition. Steven A. Beebe and Susan J. Beebe
2. What Every Student Should Know About...Citing sources with MLA Documentation. Greer.

Choose one of the following "Purchasing Methods":

- Purchase bundled from the bookstore or Pearson store:
 - ISBN: 978-0-205-93463-8
 - <http://www.pearsonhighered.com/educator/product/CONCISE-PUYBL-SPEAKG-HDBKWESSKA-CITING-SRC/9780205934638.page>
- Purchase separately:
 1. Concise Public Speaking Handbook, 3rd Edition. Steven A. Beebe and Susan J. Beebe (Paper: ISBN 978-0-205-75370-3 or Electronic ISBN: 978-0-205-82812-8
 2. What Every Student Should Know About...Citing sources with MLA Documentation. Greer. (ISBN: 978-0-+205-71511-4)

Additional Materials:

- 1 package of 3x5 to 5x7 index cards and materials for visual aids.
- Camcorder or other stationary recording device for filming of speeches.
- High Speed Internet Connection
- YouTube account.

Course Objectives

Upon completion of this course, the student will be able to:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.

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SPCH 1315 Online

Course Syllabus

4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

Course Outline

- A. Introduction to Public Speaking
 - a. Speaking in Public
 - b. The Audience-Centered Speechmaking Process
 - c. Ethics and Free Speech
 - d. Improving Your Confidence
- B. Analyzing an Audience
 - a. Listening
 - b. Analyzing Your Audience
 - c. Adapting to Your Audience as You Speak
- C. Preparing a Speech
 - a. Developing Your Speech
 - b. Gathering Supporting Material
 - c. Supporting Your Material
- D. Crafting a Speech
 - a. Organizing Your Speech
 - b. Developing an Introduction
 - c. Developing a Conclusion
 - d. Outlining and Editing Your Speech
 - e. Using Words Well
- E. Delivering a Speech
 - a. Methods of Delivery
 - b. Nonverbal Communication
 - c. Verbal Communication
 - d. Delivering Your Speech
 - e. Selecting Presentation Aids
 - f. Designing and Using Presentation Aids
- F. Types of Speeches
 - a. Informative Speaking
 - b. Understanding Principles of Persuasive Speaking
 - c. Using Persuasive Strategies
 - d. Speaking in Small Groups

Grade Scale

900 – 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F

Course Evaluation

Final grades will be calculated according to the following criteria:

Five Speeches	50%
Homework, written assignments	30%
Tests/Evaluations	20%

Course Requirements

1. Basic computer skills including email, word processing, use of internet, file management, uploading files and videos.
2. Audiences for ALL Presentations must include no less than five (5) adults.
3. The speaker and audience must be on camera at ALL times.
4. This course requires 5 speeches including written preparation:

SPCH 1315 Online

Course Syllabus

- a. An introduction speech
 - b. Two informative speeches
 - c. Two persuasive speeches
5. Participate in discussion boards, complete homework assignments, self-evaluations and listening assignments.

Course Policies

1. Must log into blackboard to attend class.
2. Should check Blackboard 4-5 times each week.
3. Should spend a minimum of 3-6 hours a week on course assignments.
4. All work will be submitted through assignments tab or discussion boards on Blackboard.
5. Any assignment submitted that contains plagiarism will earn an automatic zero and further action may be taken.
6. Each assignment in this class has a due date; late assignments will not be accepted.

Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

<http://kb.blackboard.com/pages/viewpage.action?pageId=71860304>

A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource:

<http://www.lit.edu/depts/stuserv/special/defaults.aspx>

Course Schedule (subject to change)

Week	Topic	Reference
1	Orientation to Class Class Introductions Pre-Test	Online: First Things First Discussion Board
2	Introduction to Public Speaking The Audience Centered Speech-Making Process Ethics and Free Speech Improving Your Confidence	Online: Learning Modules/Chapters 1-4

SPCH 1315 Online

Course Syllabus

Week	Topic	Reference
3	Listening Analyzing Your Audience Adapting to Your Audience as Your Speak Introduction Speech and Self Evaluation	Online: Learning Modules/Chapters 5-7
4	Developing Your Speech Gathering Supporting Materials Supporting Your Speech Library Assignment	Online: Learning Modules/Chapters 8-10
5	Organizing Your Speech Developing an Introduction Developing a Conclusion Outlining and Editing Your Speech	Online: Learning Modules/Chapters 11-14
6	Test 1: Chapters 1-14 Prepare for Speeches Tribute Speech Outline	Online: Learning Modules/Chapters 1-14 Discussion Boards
7	Using Words Well Methods of Delivery Informative Speaking Tribute Speech and Self Evaluation	Online: Learning Modules/Chapters 15-16 Online: Learning Module/Chapter 22
8	Nonverbal and Verbal Communication Delivering Your Speech Informative Speech and Self Evaluation	Online: Learning Modules/Chapters 17-19
9	Selecting, Designing and Using Presentation Aids Informative Speech and Self Evaluation	Online: Learning Modules/Chapters 20-21
10	Understanding Principles of Persuasive Speaking Listening Reports	Online: Learning Module/Chapters 23
11	Using Persuasive Strategies Problem-Solution Outline	Online: Learning Module/Chapter 24
12	Persuasive Speech: Problem-Solution and Self Evaluation	Online: Learning Module/Chapter 24
13	Speaking on Special Occasions	Online: Learning Module/Chapter 25

SPCH 1315 Online

Course Syllabus

Week	Topic	Reference
14	Speaking in Small Groups	Online: Learning Module/Chapter 26
	Monroe's Motivated Sequence Outline	
15	Persuasive Speech: Monroe's Motivated Sequence and Self Evaluation	
16	Test 2: Chapters 14 – 26	Online Learning: Modules/Chapters 14-26

Contact information varies by instructor.