

FUNDAMENTALS OF ORAL COMMUNICATION – SPCH-010 02Z

Online with regular recorded Zoom meetings every Tuesday, Thursday 10am - 12pm

De Anza College Summer 2022

Instructor: Peter Lee

Office Hours: by appointment

Email: leepeter@fhda.edu or text via google voice: 408-320-5387

This is an asynchronous course, instructor meets with students online on a specific day and time (recorded); and the rest of the class time is done asynchronously, students can go online any time during the week to do the class work.

Text: The Natural Speaker, 9th Ed. By R. Fujishin ISBN13: 9781138700918 ISBN10: 1138700916

Rule #1: Be courteous of your classmates and your instructor.

Rule #2: Let's enjoy ourselves and have fun.

Course Statement: Fundamentals of Oral Communication is a course which provides an introduction to the theory, basic principles, and methods of oral communication, with emphasis on improved speaking and listening skills. The readings and class activities will provide both theoretical and practical considerations of the behaviors which facilitate or block successful attempts at communication in a broad range of situations from interpersonal, small group and or public communication. The class will provide a setting in which to examine and test some basic principles in oral communication to see what works and does not work when you are "one on one" with another person, or working in a small group, or offering a speech to an audience. Students are expected to participate in the classroom lectures, activities and be prepared to work in the class.

Course policies, which are strictly enforced:

1. Attend the zoom meetings on time - the link is on the left -- and pay attention, listen and **take notes**. This will help prepare you for the final exam. All meetings are recorded. Recordings will be available later in the Canvas Discussions.
2. Check CANVAS online for **due dates**, weekly messages (such as Announcements), assignments, **quizzes** or resources.
3. Read assigned chapters before each class and see the attendant slides.
4. All due dates are firm. Be aware of due dates and use the calendar to organize the course assignments.

5. Live Extemporaneous speeches during scheduled Zoom meetings. Sign ups on Canvas Discussions.

Student Learning Outcomes

This outcome includes abilities designed to help students

- Identify the role oral communication plays in academic, social, and professional endeavors.
- Demonstrate increased confidence in oral communication skills.
- Listen carefully and respond to questions appropriately.
- Modify verbal and nonverbal communication appropriately given the purpose and the context of the communication.
- Plan, prepare, and deliver a well-organized, logical oral presentation that demonstrates critical thinking skills.
- Use appropriate presentation techniques (e.g. maintain eye contact, modulate voice, avoid distracting mannerisms, etc.).
- Employ appropriate discussion, negotiation, conflict resolution, and cooperation skills to work with people from a variety of experiences and backgrounds to promote learning in class activities and group work.
- Learn by example-- this professor shall have example speeches throughout the course, demonstrating various models and topics of speech.

Evaluation and Grades

Canvas Online activities, participation, quizzes and assignments (20%)

Group activities, speeches and Final Exam (80%)

- Speech of Introduction (50 points): Creating a video speech (3-6 minutes long), following the outline format provided and modeled in class, we can all introduce ourselves to our classmates. Post the video link to our Discussion.
- Story time (100 points): find a published story from history, science, folklore, myth or legend, etc. and present it to the class. This is a narrative presentation. Requirements: 4 - 6 minutes long. Follow the outline format or narrate the tale for the main body. Post the video link to our Discussion.
- Impromptu speech (150 points): this is a 3-5 minute long speech, with only 5 minutes of preparation, and reflects a speakers' ability to spontaneously speak about a simple topic. Impromptu speaking is the most common form of verbal communication. Post the video link to

our Discussion.

- Informative Speech Live (200 points): this is a 8 -12 minute long speech that informs the audience about a personally chosen topic in depth and is objective in nature (present the issue from both sides) and is full of lively visual aids. Again, provide research and verbal source citations to support your claims. Biographies, demonstrations, narratives are all types of informative speeches. Possible topics include: electric vehicles, corporal punishment, musical artists, how to bake a cake, or the best beaches in the world. Post the video link to our Discussion.
- Symposium/group presentation LIVE (200 points): this will be a group effort and requires sharp organization and smooth transitions between speakers. Each group speaker has a 4-6 minute speaking burden. Provide research and verbal source citations to support your claims. This assignment is an exercise in small group communication, reflective of the modern business environment. Groups will be formed in week 3. Post the video link to our Discussion.

Presentation aids such as prezzi.com, Loom.com, MS Powerpoint, Google slides and documents are recommended.

Speech due dates are listed on our Canvas site. Although not required, smart speakers should be dressed professionally, because remember, appearance matters!

Speeches are graded on organization (outline structure), substance (research and verbal source citation) and delivery (body language and voice). See the critique form available on Canvas Files.

Speech submission via email: Check Canvas Announcements.

https://docs.google.com/document/d/1Q6F2jHTCNwZI_i5kjG6G_kRekPcl5iq4lx2KgBCBgDU/edit?usp=sharing

and live Extemporaneous speeches, during our scheduled Zoom meetings.

and post all your youtube video speeches on the Canvas Discussions for each respective speech so we can all watch them and ensure this is oral communication.

Speech critiques will be required of all students – a typed, 1 full page letter for the speaker during the Informative speech. Use the critique sheet in Canvas Files to help evaluate your speaker and their speech. See the Assignment for specifics. Find an Informative Speech to evaluate in our Discussion: Informative Speeches.

Final Exam (150 points): will cover all the textbook and Zoom meeting lecture materials. The Canvas exam will be short answer, multiple choice, T/F, matching questions, and diagrams. It is an open note and open book final exam, so prepare accordingly.

Online quizzes, discussions (replies, comments, etc.) and **Canvas** material are part of your online participation grade/aka imported assignments (20%). In the Discussions, there are discussion threads where you can add your speech topics, videos and leave comments. Specifically, there is a Canvas Participation assignment worth 150 Points, which is determined by your online participation on Canvas Discussions. You can comment, watch classmates' videos, leave links and research, and keep it polite and supportive. This score is determined at the end of the course.

Grading Scale: 100-93.34 = A 93.33 – 90 = A-
89.9-86.67 = B+ 86.66 – 83.34 = B 83.33 – 80 = B-
79-76.67 = C+ 76.66 – 70 = C
69 – 60 = D 59-0 = F

Plagiarism and cheating – will not be tolerated and will result in a failing grade, expulsion and other penalties. All source citations will be required and presented during speeches, and are crucial to not only avoid academic plagiarism but to enhance speaker credibility.

Note to Students with Disabilities: If you have a disability-related need for reasonable academic accommodations or services in this course, provide me with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five day notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number TTY:408.864.8748) or EDC advisor (864-8839 EDC main number).

The instructor may make changes to the syllabus during the term. It is the student's responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting. Students may also wish to have a study partner whom they can contact if they miss a class.

Campus safety can be reached at 408.864.5555

From campus phones: 911 From cell phones: 408.924.8000

Course Summary:

Date	Details	Due
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Tue Jun 28, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Thu Jun 30, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
	Assignment Introduction Speech	due by 11:59pm
Sat Jul 2, 2022	Assignment Current Events	due by 11:59pm
Tue Jul 5, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
	Assignment De Anza Collge Library -- Information Literacy.	due by 11:59pm
	Assignment Story Time Outline	due by 11:59pm
Thu Jul 7, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Fri Jul 8, 2022	Assignment Story Time	due by 11:59pm
Tue Jul 12, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Wed Jul 13, 2022	Assignment Impromptu Speech	due by 11:59pm
Thu Jul 14, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Fri Jul 15, 2022	Assignment Informative Speech Outline	due by 11:59pm
Tue Jul 19, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Wed Jul 20, 2022	Quiz Quiz 1	due by 11:59pm
Thu Jul 21, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Fri Jul 22, 2022	Assignment Informative Speech	due by 11:59pm
Mon Jul 25, 2022	Assignment Info Speech Critique and Feedback Letter	due by 11:59pm
Tue Jul 26, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Thu Jul 28, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
Sat Jul 30, 2022	Assignment Group Outlines	due by 11:59pm
Mon Aug 1, 2022	Quiz Quiz 2	due by 11:59pm

Tue Aug 2, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
	Assignment Group Presentations - Topics and Video Speeches	due by 11:59am
Thu Aug 4, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 02Z Lee 12575	10am to 12pm
	Discussion Topic Canvas Participation	due by 11:59pm
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- Informative Speech Live (200 points): this is a 8 -12 minute long speech that informs the audience about a personally chosen topic in depth and is objective in nature (present the issue from both sides) and is full of lively visual aids. Again, provide research and verbal source citations to support your claims. Biographies, demonstrations, narratives are all types of informative speeches. Possible topics include: electric vehicles, corporal punishment, musical artists, how to bake a cake, or the best beaches in the world. Post the video link to our Discussion.
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From campus phones: 911 From cell phones: 408.924.8000

Final comment: I plan to make the class as active as possible, and use some Socratic method – which involves the instructor spontaneously asking individual students questions about the class material. Feel free to contact me with any questions, concerns or issues.

Course Summary:

Date	Details	Due
Mon Jun 27, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
Wed Jun 29, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
	Assignment Introduction Speech	due by 11:59pm
Sat Jul 2, 2022	Assignment Current Events	due by 11:59pm
Mon Jul 4, 2022	Discussion Topic Current Events	to do: 11:59pm
Tue Jul 5, 2022	Assignment De Anza Collge Library -- Information Literacy.	due by 11:59pm
	Assignment Story Time Outline	due by 11:59pm
Wed Jul 6, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
Fri Jul 8, 2022	Assignment Story Time	due by 11:59pm
Mon Jul 11, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
Wed Jul 13, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
	Assignment Impromptu Speech	due by 11:59pm

Fri Jul 15, 2022	Assignment Informative Speech Outline	due by 11:59pm
Mon Jul 18, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
Wed Jul 20, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
	Quiz Quiz 1	due by 11:59pm
Fri Jul 22, 2022	Assignment Informative Speech	due by 11:59pm
Mon Jul 25, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
	Assignment Info Speech Critique and Feedback Letter	due by 11:59pm
Wed Jul 27, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
Sat Jul 30, 2022	Assignment Group Outlines	due by 11:59pm
Mon Aug 1, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
	Quiz Quiz 2	due by 11:59pm
Tue Aug 2, 2022	Assignment Group Presentations - Topics and Video Speeches	due by 11:59am
Wed Aug 3, 2022	Calendar Event Su22 COMM D010 Fundamentals Of Oral Comm 03Z Lee 12576	10am to 12pm
Thu Aug 4, 2022	Discussion Topic Canvas Participation	due by 11:59pm
Fri Aug 5, 2022	Quiz FINAL EXAM	due by 11:59pm