

## COMM 10: Fundamentals of Oral Communication (CRN 35229)

Instructor:	Tina Lim
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Email:	limtina@deanza.edu
Office Hours:	Zoom on Wednesdays 10 to 11 a.m. Make appointment at: <a href="https://calendar.google.com/calendar/u/0/selfsched?sstoken=UUZobmV4eG8tMVB5fGRIZmF1bHR8YzRjY2U5NGQzMWJkMjQ1YmZiMDVjZTQ2NjBjNjRjZjQ">https://calendar.google.com/calendar/u/0/selfsched?sstoken=UUZobmV4eG8tMVB5fGRIZmF1bHR8YzRjY2U5NGQzMWJkMjQ1YmZiMDVjZTQ2NjBjNjRjZjQ</a> In person on Mondays and Wednesdays 11:00 to 11:30 a.m. in L Quad.
Zoom Office:	<a href="https://fhda-edu.zoom.us/j/8901639268">https://fhda-edu.zoom.us/j/8901639268</a>
Online Instruction Hour	Wednesday 2:00 to 3:00 p.m.
Class Day / Time:	Mondays and Wednesdays 11:30 a.m. to 1:20 p.m.
Classroom	L45
General Education Category:	Course meets the Communication Requirement
Prerequisite:	Eligibility for English 1A or ESL 5

### Catalog Description

An introduction to the basic principles and methods of oral communication with an emphasis on improving speaking and listening skills in the multicultural contexts of interpersonal, small group, and public communication. Students will develop and apply effective research strategies.

### Student Learning Outcome Statements (SLO)

After successfully completing this course, students will:

- **Student Learning Outcome 1:** Display increasing confidence in ability to use a range of speaking, listening and collaboration skills.
- **Student Learning Outcome 2:** Evaluate the effectiveness of interpersonal, group and public communication through self-reflection and shared feedback.
- **Student Learning Outcome 3:** Organize, compose, present and critically evaluate informative and persuasive presentations appropriate in content and style to audience and situation.
- **Student Learning Outcome 4:** Identify, locate, evaluate and use information technologies and information sources.

### Course Materials

- [COMM 10: Survey of Human Communication](https://socialsci.libretexts.org/Courses/De_Anza_College/COMM10%3A_Survey_of_Human_Communication). This is an open resource, available for free online. Download at [https://socialsci.libretexts.org/Courses/De\\_Anza\\_College/COMM10%3A\\_Survey\\_of\\_Human\\_Communication](https://socialsci.libretexts.org/Courses/De_Anza_College/COMM10%3A_Survey_of_Human_Communication) or view via links on Canvas.
- All other readings will be posted to Modules on Canvas.
- Reliable internet access on device with camera and microphone
- Notecards

**Participation and Late Work Policy:** Oral Communication is an intensive skill building class for most students – a class that involves and evolves from our collective discussions and risk-taking. This means that it is in your best interest to actively participate in all activities and assignments on Canvas in a timely manner. The due dates posted on Canvas will keep you on track to finish all coursework and there are other incentives for being on time; however, it is OK to submit late work for partial credit. It is always better to submit something late, rather than not submitting it at all.

## Classroom Protocol

Not only are you learning how to be a good speaker, but a good audience member as well. It is not easy to stand up in front of a group of your peers and present a speech. If you arrive late to class on a speech day, please wait outside until you hear applause before entering. Please also be aware of your non-verbal behavior on speech days. It can be difficult to present a speech when your audience members are distracted. Please be a good audience member and respectfully listen to speeches.

To help foster a productive learning environment, let's all work to do the following:

- interact respectfully with others
- embrace diverse perspectives and viewpoints

Interaction and communication with me are strongly encouraged. In addition to my specifically posted office hours, I am available by appointment. Text message is the preferred method of communication, second to face-to-face (Zoom or in person). Be aware that all communication is returned as soon as I'm "back at work" so it may not be immediate, but usually within a 24-hour period.

## Assignments and Grading Policies

To receive full credit, all assignments should be typed, proofread, appropriately referenced, and turned in on the day they are due. Please, contact me well before the deadline if you have any questions about this process.

Assignments (Detailed information about each assignment will be available on Canvas)

- **Speaking/Preparation Exercises: 180 points.** Graded on a credit/no credit basis. All components (written and spoken) of the assignment **MUST** be completed for each exercise to receive credit for that assignment. Assignments may include: Eat Here Presentation, Outlining Exercises, Audience Analysis Surveys, Connecting Ideas Exercise, Presentation Aid Exercise, APA Exercise, Library Exercise, Topic Proposals and Speech outline rough drafts
- **Exam: 100 points.** There will be numerous reading assessment quizzes throughout the quarter. They are timed, open book, open notes and unlimited chances to take it.
- **Speech Performances:** There are three major speech performances which must be presented live and one major speech performance which will be pre-recorded. You must submit a topic proposal and an outline to receive credit for each speech.
  - **Personal Narrative Speech: 100 points.** A 2-4 minute speech that introduces yourself and 2 cultural groups you identify with including the cultural values you hold that are related to those identities. (Performance must be preceded by a topic proposal, rough draft of outline, speech practice and final draft of outline and followed by a self evaluation).
  - **Informative Speech: 150 points.** A 4-6 minute researched informative speech on a socially significant topic about which the audience does not already have a lot of knowledge. This speech will be pre-recorded. (The recording must be preceded by a topic proposal, rough draft of outline, speech practice and final draft of outline).

- Group Persuasive Speech: 200 points. A 10-15 minute group persuasive speech designed to convince and motivate your audience to take some immediate action to fix a problem on campus. (The speech performance must be preceded by a topic proposal, rough draft of outline, speech practice and final draft of outline and followed by self and group evaluations.)
- Satire Speech: 150 points. A 2-4 minute speech that examines a serious topic through a satirical or humorous lens. (The speech performance must be preceded by a topic proposal, speech practice and final draft of outline).
- Outlines: You must submit a typed 500-1000 word (not including the bibliography) complete-sentence outline with formal bibliography for each major speaking assignment by the date and time noted on the class calendar. Submit your outline electronically to Canvas.
- Peer Evaluations. You will be assigned peer speeches to evaluate as part of your speech grade.
- Analysis Paper. 80 points. You will analyze a piece of popular media through a communication theory. The final paper will be preceded by a topic proposal, working outline and rough draft.
- Participation. 40 points. You earn points based on your participation in class Canvas activities which may include: Personal Information Surveys, Syllabus Quiz, Discussion questions and Kahoots.

Your final grade is based on the following percentage scale (out of 1000 points):

- 98% and above = A+ / Between 94% and 97.99% = A / Between 90% and 93.99% = A-
- 88% and above = B+ / Between 84% and 87.99% = B / Between 80% and 83.99% = B-
- 78% and above = C+ / Between 74% and 77.99% = C / Between 70% and 73.99% = C-
- 68% and above = D+ / Between 64% and 67.99% = D / Between 60% and 63.99% = D-
- Below 60% = F

## College Policies

Academic Integrity: The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college: cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.

For additional information, see the [Student Handbook Academic Integrity Policy](#). You should, therefore, submit your own, original work for this course. I will uphold DeAnza College's policy on academic integrity. Consequently, an instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in a failing course grade.

## Tentative Class Schedule

This schedule is subject to change with fair notice. I will announce any changes in class and on the class Canvas website.

week	date	description	reading	assignments due
1	1/9	Welcome & Overview		<i>Current Events Kahoot</i> <i>Introduction Activity</i>

1	1/11	Intro to Comm Studies	Ch 1	<i>Review Kahoot</i> <i>Eat Here Presentation &amp; Peer Evaluations</i>
1	online	Communication & Perception Audience Analysis	Ch 2 Ch 10	Student Information Syllabus Quiz Class Demographic Survey Eat Here Self Evaluation
2	1/16	No Class – MLK Jr. Day		
2	1/18	Interpersonal Communication Communication in Relationships	Ch 6 Ch 7	<i>Review Kahoot</i> <i>Speech Point Activity</i>
2	online	Organizing & Outlining Introduction, Conclusion & Transitions	Ch 12 Ch 13	PRCA Pre-Test Speech 1 Outline Rough Draft
3	1/23	<i>Speech 1: Personal Identities Speech</i>		Speech Outline, <i>Peer Evaluation</i>
3	1/25	<i>Speech 1: Personal Identities Speech</i>		<i>Peer Evaluation</i>
3	online	Reflect on Speech 1		Speech 1 Self Evaluation
4	1/30	Informative Speaking	Ch 16	<i>Current Events Kahoot</i> <i>Speech Point Activity</i>
4	2/1	Informative Speaking		<i>Review Kahoot</i> <i>Speech Point Activity</i>
4	online	Supporting Your Ideas	Ch 11	Speech 2 Topic Proposal
5	2/6	Verbal Communication	Ch 3	<i>Current Events Kahoot</i> <i>Speech Point Activity</i>
5	2/8	Attention Factors	Inc articles	<i>Review Kahoot</i> <i>Speech Point Activity</i>
5	online	Visual Aids	Ch 15	Library Research Evaluate Sources
6	2/13	Third Persona	Journal article	<i>Current Events Kahoot</i> <i>Speech Point Activity</i>
6	2/15	Third Persona		<i>Review Kahoot</i> <i>Speech Point Activity</i>
6	online	Third Persona		Speech 2 Outline Rough Draft Analysis Paper Proposal
7	2/20	No Class – Presidents' Day		
admin	1/21 1/22	Last day to add classes Last day to drop without a W		
7	2/22	Nonverbal Communication	Ch 4	<i>Review Kahoot</i> <i>Speech Point Activity</i> Speech 2 Practice
7	online	Speech 2: Informative Speech		Speech Performance, Outline & Peer Evaluation
8	2/27	Small Group Communication	Ch 8	<i>Current Events Kahoot</i> <i>Speech Point Activity</i>
8	3/1	Small Group Communication		<i>Review Kahoot</i> <i>Speech Point Activity</i>
admin	3/3	Last day to drop with a W		

8	online	Persuasive Speaking	Ch 17	Speech 2 Self Evaluation Analysis Paper Working Outline
9	3/6	Leadership, Roles & Problem Solving in Groups	Ch 9	<i>Current Events Kahoot</i> <i>Speech Point Activity</i>
9	3/8	Leadership, Roles & Problem Solving in Groups		<i>Review Kahoot</i> <i>Speech Point Activity</i>
9	online	Speech 3 Workshop		Speech 3 Practice Speech 3 Outline Rough Draft
10	3/13	<i>Speech 3: Group Persuasive</i>		<i>Speech Performance &amp; Peer Evaluations</i> , Outline
10	3/15	<i>Speech 3: Group Persuasive</i>		<i>Speech Performance &amp; Peer Evaluations</i> , Outline
10	online	Reflect on Speech 3		Self & Group Evaluation PRCA Post-Test Analysis Paper Rough Draft
11	3/20	Satire	Satire article	<i>Current Events Kahoot</i> <i>Speech 4 Topic Proposal</i> <i>Speech Point Activity</i>
11	3/22	Humor as Rhetoric	Humor article	<i>Review Kahoot</i> <i>Speech Point Activity</i>
11	online	Speech 4 Workshop		Speech 4 Practice
final	3/27	11:30 a.m. to 1:30 p.m. <i>Speech 4: Satire Speech</i>		<i>Speech Performance &amp; Peer Evaluations</i> , Outline Analysis Paper

*Items in green and italicized are in-class activity/assignments and will be performed/submitted in class only.*

Items highlighted in yellow are important registration dates.