

## COMM 1: Public Speaking (CRN 45497)

Instructor:	Tina Lim
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Email:	limtina@fhda.edu
Office Hours:	Wednesdays 12:20 to 1:30 p.m.
Office:	Online on <a href="#">Zoom</a> or in MLC 105
Class Day / Time:	Mondays and Wednesdays from 10:30 a.m. to 12:20 p.m.
Classroom:	MLC105
General Education Category:	Course meets the Communication Requirement
Prerequisite:	Eligibility for English 1A or ESL 5

### Catalog Description

Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will develop and apply effective research strategies.

### Student Learning Outcome Statements (SLO)

- **Student Learning Outcome 1:** Organize, compose, present, and critically evaluate information and persuasive presentations appropriate in content and style to the audience and situation.
- **Student Learning Outcome 2:** Display increasing confidence in speaking extemporaneously.
- **Student Learning Outcome 3:** Demonstrate effective listening in various public speaking contexts.
- **Student Learning Outcome 4:** Identify, locate, evaluate and use of information technologies and information sources.

### Course Materials

- [Public Speaking Project: The Virtual Text](https://socialsci.libretexts.org/Bookshelves/Communication/Book3A_Public_Speaking_(The_Public_Speaking_Project)). Download at [https://socialsci.libretexts.org/Bookshelves/Communication/Book3A\\_Public\\_Speaking\\_\(The\\_Public\\_Speaking\\_Project\)](https://socialsci.libretexts.org/Bookshelves/Communication/Book3A_Public_Speaking_(The_Public_Speaking_Project)) or view on Canvas.
- Reliable internet access on device with camera and microphone
- Notecards

**Participation and Late Work Policy:** Public speaking 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). 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. In order to complete the three major speeches (demonstrative, informative and persuasive) and their self-evaluations on time, you are required to turn in an electronic copy to Canvas by 11:59 p.m. on the due date. 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 the class website)

- Speaking/Preparation Exercises: 50 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, Speech outline rough drafts and Logic Exercise
- Exam: 170 points. There will be numerous reading assessment quizzes throughout the quarter. They are timed, open book, open notes and unlimited chances to take it. There will be a cumulative final exam which is timed, open book and open notes, but you can only take it once.
- Speech Performances: There are three major speech performances which must be presented live and three introductory speeches which can be presented asynchronously. M 4/24 You must submit a topic proposal, an outline and self-evaluation to receive credit for each speech.
  - Demonstrative Speech: 145 points. A 4-6 minute "how to" speech teaching the audience a skill that will improve their lives.
  - Informative Speech: 200 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.
  - Persuasive Speech: 235 points. A 5-7 minute persuasive speech designed to convince and motivate your audience to take some immediate action about a socially significant problem.
  - Introductory Speeches: 60 points. These informal speeches will be used to practice speech structure and delivery in preparation for major speech assignments. The topics will vary. You will need to prepare, but there is no research component.

- Outlines: You must submit a typed 500-1000 word (not including the bibliography) complete-sentence outline with an annotated bibliography for each major speaking assignment by the date and time noted on the class calendar. Submit your outline electronically to Canvas.
- Peer Evaluations. **60 points**. You will evaluate peer speeches during the required speech performance meeting sessions.
- Participation. **80 points**. You earn points based on your participation in class Canvas activities which may include: Personal Informative Survey, Syllabus Quiz, Discussion questions, Kahoots and reading quizzes.

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	4/10	Introduction & Course Overview Basics of Public Speaking	<a href="#">Ch. 1</a>	
	4/12	Credibility	<a href="#">Ch. 11</a>	Current Events Kahoot Speech Activity
	online	Methods of Speech Delivery Listening	<a href="#">Ch. 12.2</a> <a href="#">Ch. 4</a>	Student Personal Info Class Demographic Survey Syllabus Quiz
2	4/17	Goals of Speaking Topic Selection	<a href="#">Ch. 1.5</a> <a href="#">Ch. 8.2</a>	Current Events Kahoot Speech Activity
	4/19	Planning Your Speech Audience Analysis	<a href="#">Ch. 8.2</a> <a href="#">Ch. 5</a>	Eat Here Presentation & Peer Evaluation

	online	Thesis Statement		Eat Here Self Evaluation Speech 1 Topic Proposal Reading Assessment #1
admin	4/22 4/23	Last day to add classes Last day to drop without a W		
3	4/24	Introduction, Conclusion Transitions	<a href="#">Ch. 9</a> <a href="#">Ch. 8.4</a>	Current Events Kahoot Speech Activity
	4/26	Organizing & Arranging Points Outlining	<a href="#">Ch. 8.3</a> <a href="#">Ch. 8.5</a>	Speech 1 Audience Analysis Speech Activity
	online	Preparation		Speech 1 Outline - Rough Draft
4	5/1	Speech 1 Workshop		Speech 1 Practice
	5/3	Speech 1: Demonstrative		Speech 1 Performance Speech 1 Outline Speech 1 Peer Evaluations
	online	Reflection		Speech 1 Self Evaluation
5	5/8	Speech 1: Demonstrative		Speech 1 Performance Speech 1 Outline Speech 1 Peer Evaluations
	5/10	Informative Speaking	<a href="#">Ch. 15</a>	Current Events Kahoot Speech Activity
	online	Research Strategies & Resources	<a href="#">Ch. 7</a>	Speech 2 Topic Proposal Speech 1 Self Evaluation
6	5/15	Delivery	<a href="#">Ch. 12</a>	Current Events Kahoot Speech Activity
	5/17	Language & Style	<a href="#">Ch. 10</a>	Speech 2 Audience Analysis Survey
	online	Oral vs Written Language		Library Resources Activities Take Speech 2 Audience Surveys Reading Assessment #2
7	5/22	Attention Factors	<a href="#">Inc.</a>	Current Events Kahoot Speech Activity
	5/24	Presentation Aids	<a href="#">Ch. 13</a>	
	online	Preparation	<a href="#">Ch. 12.6</a>	Speech 2 Outline Rough Draft
8	5/29	No Class – Memorial Day		
	5/31	Practice		Speech 2 Practice
admin	6/2	Last day to drop with a W		
9	6/5	Speech 2: Informative		Speech 2 Performance Speech 2 Outline Speech 2 Peer Evaluations
	6/7	Speech 2: Informative		Speech 2 Performance Speech 2 Outline Speech 2 Peer Evaluations

	online	Reflection Persuasive Speaking Motivational Appeal	<a href="#">Ch. 16</a>	Speech 2 Self-Evaluation Speech 3 Topic Proposal
10	6/12	Logical Reasoning Fallacies in Reasoning	<a href="#">Ch. 6</a>	Current Events Kahoot Speech Activity Speech 3 Audience Analysis Survey
	6/14	Speech 3 Workshop		Take Audience Analysis Surveys
	online	Preparation		Speech 3 Outline Rough Draft Speech 3 Practice
11	6/19	No Class – Juneteenth		
	6/21	Speech 3: Persuasive		Speech 3 Speech Performance Speech 3 Outline Speech 3 Peer Responses
	online	Reflection		Major Speeches Self-Evaluation
final	6/28	9:15 a.m. to 11:15 a.m. Speech 3: Persuasive		Speech 3 Speech Performance Speech 3 Outline Speech 3 Peer Responses
	online	Written Final Exam		