Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title:
Fundamentals of Public Speaking: Communications 110
3 credits

Course Description:
An introductory public speaking course to help students become more proficient in oral communication skills in various situations.

Course Objectives:
To help students:
- Develop and sharpen listening skills.
- Gain confidence in a variety of speaking situations.
- Prepare and deliver effective speeches.
- Communicate effectively in small group situations.

Instructor:
Mr. Michael Porter
Office: Thatcher Addition: Room 2209
Telephone: 228-5445
E-mail: mike.porter@dakotacollege.edu

Office Hours:
Tuesday, Thursday: 9:00 to 11:00
Monday, Wednesday, Friday: 2:00 to 3:00

Lecture/Lab Schedule:
Tuesday-Thursday 2:00-3:15

Textbooks:

Course Requirements:
Course requirements consist of speeches, peer evaluations, group activities, and tests. Speeches include the following:
Introductory
Entertaining
Interpretive Reading
Demonstration
Panel Discussion
Speech to inform
Speech to persuade
Impromptu
Special speeches
General Education Goals/Objectives:

Goal 4: Demonstrates effective communication

Objective 5: Demonstrates effective oral communication skills

Relationship to Campus Theme:
Introduction to Public Speaking emphasizes one of the most important aspects of human nature: communication. Speech will utilize group support, individual creativity, and technical skills in research and presentation to help a student to move beyond his/her present ability to communicate.

Classroom Policies:
Students are to turn off cell phones and computers and refrain from texting.

Grading:
The three long speeches are required for credit and count one-third of the final grade.
Short speeches, quizzes, peer evaluations, self critiques: one-third of the final grade
Tests: one-third of the final grade
Overall grade of 60% is passing.

Academic Integrity:
All assignments, tests and quizzes will meet the standards of accepted Academic Integrity.

Disabilities and Special Needs:
Students with disabilities or special needs must inform the instructor of those needs as soon as possible.

Syllabus: Fundamentals of Public Speaking
Spring 2013
Tuesday-Thursday Class

January 8:
Introduce Class
Introduction to Public Speaking Chapter 1 pp.2-21

January 10:
Overcoming Nervousness Chapter 2 pp. 22-39
Begin: Listening Chapter 3 pp.40-56

January 15:
Finish: Listening Chapter 3 pp.40-56
Begin: Speech to Introduce Self
January 17:
  Finish: Speech to Introduce Self
  Introduce: Interpretive reading
  Debrief: the speech to introduce self

January 22:
  Delivering the Speech: Chapter 14 pp. 272-295
  Analyzing Audiences: Chapter 4 pp. 58-79

January 24:
  Interpretive reading

January 29:
  Interpretive reading
  Introduce: speech to entertain

January 31:
  Chapter 5 Selecting Topic, Purpose and Central idea pp.80-97

February 5:
  Speech to entertain

February 7:
  Finish Speech to entertain
  Process or Demonstration Speech pp.301-304

February 12:
  Presentation aids Chapter 9 pp. 164-195

February 14:
  Test

February 19:
  Demonstration Speech

February 21:
  Demonstration Speech

February 26:
  Demonstration Speech
  Video: Organizing a Speech

February 28:
  Speaking to Inform: Chapter 15 pp. 296-318
  Begin Gathering and using information: Chapters 6 and 7 pp. 98-142
March 5:
  Finish Gathering and using information: Chapters 6 and 7 pp. 98-142
  Begin Supporting Your Ideas: Chapter 8 pp.144-163

March 7:
  Finish Supporting Your Ideas: Chapter 8 pp.144-163
  Begin Body, Introductions, Conclusions: Chapter 10 and 11 pp. 196-233

March 19:
  Finish Body, Introductions, Conclusions: Chapter 10 and 11 pp. 196-233
  Outlines; Chapter 12 pp.234-253
  Group Dynamics Chapter 19 pp. 386-401

March 21:
  Research

March 26:
  Panel Discussion

March 28:
  Panel Discussion

April 2:
  Wording the Speech: Chapter 13 pp.254-270

April 4:
  Speech to inform

April 9:
  Speech to inform

April 11:
  Speech to inform

April 16:
  Persuasive speeches and strategies: Chapter 16 and 17 pp. 320-369

April 18:
  Special Speeches: Chapter 18 pp. 370-384
  Impromptu speeches
  Fallacies used in persuasion (video)

April 23:
  Test
April 25:
   Speech to Persuade

April 30:
   Speech to Persuade

May 2:
   Speech to Persuade