

## **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:**

Gregory, Hamilton. *Public Speaking for College and Career*. 9<sup>th</sup> ed. Boston: McGraw-Hill, 2010.

### **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