

Dakota College at Bottineau 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.

Pre-Co/requisites:

None

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: 9:00 to 10:00

Lecture/Lab Schedule:

Monday-Wednesday-Friday: 2:00-3:00

Textbooks:

Gregory, Hamilton. *Public Speaking for College and Career*. 9th 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: Grading

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
Monday-Wednesday-Friday
Fall 2012**

August 22:

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

August 24:

Overcoming Nervousness: Chapter 2 pp. 22-39

August 27:

Listening: Chapter 3 pp. 40-56

August 29:

Speech to Introduce Self

August 31:

Finish: Speech to Introduce Self

Debrief the speech to introduce self

Introduce: Interpretive reading

September 5:

Delivering the Speech: Chapter 14 pp.272-295

Introducing the Speaker: pp. 377-378

September 7:

Interpretive reading

September 10:

Interpretive reading

September 12:

Interpretive reading

Begin: Analyzing Audiences: Chapter 4 pp. 58-79

September 14:

Finish: Analyzing Audiences: Chapter 4 pp. 58-79

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

September 17:

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

September 19:

Speech to entertain

September 21:

Speech to entertain

September 24:

Process or Demonstration Speech pp.326-330

Visual aids: Chapter 9 pp. 164-195

September 26:

Finish: Visual aids: Chapter 9 pp. 164-195

September 28:

Test

October 1:
 Demonstration Speech

October 3:
 Assessment Day

October 5:
 Demonstration Speech

October 8:
 Finish: Demonstration speeches
 Speaking to Inform: Chapter 15 pp.296-318

October 10:
 Gathering and using information: Chapters 6 and 7 pp. 98-142

October 12:
 Finish: Gathering and using information: Chapters 6 and 7 pp. 98-142

October 15:
 Group Dynamics: Chapter 19 pp. 386-401

October 17:
 Video: Organizing a Speech Research

October 19:
 Research

October 22:
 Panel Discussions

October 24:
 Panel Discussions

October 26:
 Begin: Supporting Your Ideas: Chapter 8 pp.144-163

October 29:
 Finish: Supporting Your Ideas: Chapter 8 pp. 144-163

October 31:
 Body, Introductions, Conclusions: Chapter 10 and 11 pp. 196-233

November 2:
 Finish Body, Introductions, Conclusions: Chapter 10 and 11 pp. 196-233
 Outlines: Chapter 12 pp.234-253

November 5:

Analyze the "I Have a Dream" Speech

November 7:

Wording the Speech: Chapter 13 pp.254-270

November 9:

Speech to inform

November 14:

Speech to inform

November 16:

Speech to inform

November 19:

Finish: Speech to inform

Video: Using Logic and Reasoning

November 21:

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

November 26:

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

November 28:

Special Speeches: Chapter 18 pp. 370-384

Impromptu speeches

November 30:

Test

December 3:

Speech to Persuade

December 5:

Speech to Persuade

December 7:

Speech to Persuade

December 10:

Speech to Persuade

