

## **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](mailto:mike.porter@dakotacollege.edu)

### **Office Hours:**

Tuesday and Thursday: 10:00-11:00  
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:**

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 2012  
Tuesday-Thursday Class**

January 10:

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

January 12:

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

January 17:

Finish: Listening Chapter 3 pp.40-56  
Begin: Speech to Introduce Self

January 19:

Finish: Speech to Introduce Self

Introduce: Interpretive reading

Debrief: the speech to introduce self

January 24:

Delivering the Speech: Chapter 14 pp. 272-295

Analyzing Audiences: Chapter 4 pp. 58-79

January 26:

Interpretive reading

January 31:

Interpretive reading

Introduce: speech to entertain

February 2:

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

February 7:

Speech to entertain

February 9:

Finish Speech to entertain

Process or Demonstration Speech pp.301-304

Presentation aids Chapter 9 pp. 164-195

February 14:

Test

February 16:

Demonstration Speech

February 21:

Demonstration Speech

February 23:

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 1:

Finish Gathering and using information: Chapters 6 and 7 pp. 98-142  
Group Dynamics Chapter 19 pp. 386-401

March 6:

Supporting Your Ideas: Chapter 8 pp.144-163

March 8:

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

March 20:

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

March 22:

Research

March 27:

Panel Discussion

March 29:

Panel Discussion

April 3:

Wording the Speech: Chapter 13 pp.254-270

April 5:

Speech to inform

April 10:

Speech to inform

April 12:

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

April 17:

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

April 19:

Test

April 24:

Earth Day

April 26:

Speech to Persuade

May 1:

Speech to Persuade

May 3:

Speech to Persuade