

## **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 10:00  
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 2014**

**Tuesday-Thursday Class**

January 14:

Introduce Class

Introduction to Public Speaking Chapter 1 pp.2-21

January 16:

Overcoming Nervousness Chapter 2 pp. 22-39

Begin: Listening Chapter 3 pp.40-56

January 21:

Finish: Listening Chapter 3 pp.40-56

Begin: Speech to Introduce Self

January 23:

Finish: Speech to Introduce Self

Introduce: Speech to Entertain

Debrief: the speech to introduce self

January 28:

Delivering the Speech: Chapter 14 pp. 272-295

Analyzing Audiences: Chapter 4 pp. 58-79

January 30:

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

February 4:

Speech to entertain

February 6:

Speech to entertain

February 11:

Martin Luther King Speech

February 13:

Process or Demonstration Speech pp.301-304

Presentation aids Chapter 9 pp. 164-195

February 18:

Test

February 20:

Demonstration Speech

February 25:

Demonstration Speech

February 27:

Demonstration Speech

March 4:

Speaking to Inform: Chapter 15 pp. 296-318

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

March 6:

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

March 18:

Supporting Your Ideas: Chapter 8 pp.144-163

Begin 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

Group Dynamics Chapter 19 pp. 386-401

March 25:

Research

March 27:

Panel Discussion

April 1:

Registration day

April 3:

Finish Panel Discussions

April 8:

Wording the Speech: Chapter 13 pp.254-270

April 10:

Speech to inform

April 15:

Speech to inform

April 17:

Speech to inform

April 22:

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

April 24:

Special Speeches: Chapter 18 pp. 370-384

Impromptu speeches

Fallacies used in persuasion (video)

April 29:

Test

May 1:

Speech to Persuade

May 6:  
Speech to Persuade

May 8:  
Speech to Persuade