



**Course Prefix/Number/Title: Fundamentals of Public Speaking COMM 110**

**Number of Credits: 3**

**Course Description:**

The theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages.

**Pre-/Co-requisites: None**

**Course Objectives:**

To help students:

1. Develop and sharpen listening skills. (Meets General Education Competency/Goal 4: Communicates effectively, Learning Outcome 5: Demonstrates effective oral communication skills)
2. Gain confidence in a variety of speaking situations. (Meets General Education Competency/Goal 4: Communicates effectively, Learning Outcome 5: Demonstrates effective oral communication skills)
3. Prepare and deliver effective speeches.  
(Meets General Education Competency/Goal 4: Communicates effectively, Learning Outcome 5: Demonstrates effective oral communication skills)
4. Communicate effectively in small group situations.  
(Meets General Education Competency/Goal 4: Communicates effectively, Learning Outcome 5: Demonstrates effective oral communication skills)

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**Textbook(s):**

Exploring Public Speaking: The Open Educational Resource College Public Speaking Textbook. Version 4.1 (2020)

<https://www.exploringpublicspeaking.com/download>

[https://static1.squarespace.com/static/5d3675db5281d70001067e60/t/5f2ccedfcc46b01da8e56ef4/1596772071747/Exploring+Public+Speaking+4\\_0\\_1.pdf](https://static1.squarespace.com/static/5d3675db5281d70001067e60/t/5f2ccedfcc46b01da8e56ef4/1596772071747/Exploring+Public+Speaking+4_0_1.pdf)

**Course Requirements:**

Course requirements consist of class discussion, assignments, delivery of speeches, peer reviews.

**Speeches Include:**

Narrative Speech	25 points
Brown Bag Speech	25 points
Informative Speech	100 points
Visual Aid Speech or Demonstration Speech	100 points
Persuasive Speech	150 points
Impromptu Speeches	25 points
In class Assignments	80 points
Peer Evaluation Sheets on graded speeches	75 points
<b>Total:</b>	<b>580 points</b>

**Grading Scale**

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

**Tentative Course Outline**

Wednesday, January 10 <sup>th</sup>	Chapter 1 - notes
Friday, January 12 <sup>th</sup>	Chapter 2 - notes
Monday, January 15 <sup>th</sup>	NO SCHOOL – MLK Jr. Day
Wednesday, January 17 <sup>th</sup>	Assign Narrative Speeches Discuss outlines
Friday, January 19 <sup>th</sup>	Prepare Narrative Speeches (1-2 minutes)
Monday, January 22 <sup>nd</sup>	Give Narrative Speeches (1-2 min)
Wednesday, January 24 <sup>th</sup>	Chapter 3 – 1/2 page summary
Friday, January 26 <sup>th</sup>	Chapter 4-5 – make quiz
Monday, January 29 <sup>th</sup>	In-class assignment – What makes you nervous? Blackboard 10 pts. Assign Brown Bag Speech
Wed., January 31 <sup>st</sup> - Friday, February 2 <sup>nd</sup>	Work on speeches
Monday, February 5 <sup>th</sup>	Brown Bag Speeches (2-3 min)
Wednesday, February 7 <sup>th</sup>	Chapters 6-7: Pairs create a slideshow
Friday, February 9 <sup>th</sup>	Topic Brainstorm –Blackboard - 25 pts
Monday, February 12 <sup>th</sup>	Chapter 8 - notes
Wednesday, February 14 <sup>th</sup>	Chapter 10, 11 – create an assignment
Friday, February 16 <sup>th</sup>	Chapter 12 - notes
Monday, February 19 <sup>th</sup>	NO SCHOOL – President's Day
Wednesday, February 21 <sup>st</sup>	Assign Informative Speeches (3-5 minutes)
Friday, February 23 <sup>rd</sup>	Work on speeches - Outlines DUE
Monday, February 26 <sup>th</sup>	Informative Speeches (3-5 minutes)
Wednesday, February 28 <sup>th</sup>	Work Day
Friday, March 1 <sup>st</sup>	Chapter 9 – ½ pg. summary
Monday, March 4 <sup>th</sup>	Assign Demonstration Speech
Wednesday, March 6 <sup>th</sup>	Work on Demonstration Speech
Friday, March 8 <sup>th</sup>	Demonstration Speeches DUE
Monday, March 11 <sup>th</sup> - Friday, March 15 <sup>th</sup>	NO SCHOOL – Spring Break
Monday, March 18 <sup>th</sup>	Work Day

Wednesday, March 20 <sup>th</sup>	Chapter 13 - notes
Friday, March 22 <sup>nd</sup>	Chapter 14 – make quiz
Monday, March 25 <sup>th</sup>	Assign Persuasive Speech What is persuasive to you? Blackboard
Wednesday, March 27 <sup>th</sup>	Prepare Outlines – Persuasive Speech
Friday, March 29 <sup>th</sup>	NO SCHOOL – Good Friday
Monday, April 1 <sup>st</sup>	NO SCHOOL – Easter Monday
Wednesday, April 3 <sup>rd</sup>	Practice Day – Persuasive Speeches
Friday, April 5 <sup>th</sup>	Persuasive Speeches (7-9)
Monday, April 8 <sup>th</sup>	Chapter 15 - notes
Wednesday, April 10 <sup>th</sup>	Discuss Impromptu Speeches
Friday, April 12 <sup>th</sup>	Work Day
Monday, April 15 <sup>th</sup>	Impromptu Speeches
Wednesday, April 17 <sup>th</sup>	Impromptu Speeches
Friday, April 19 <sup>th</sup>	Work Day
Monday, April 22 <sup>nd</sup>	Blackboard Assessment
Wednesday, April 24 <sup>th</sup>	Self-Evaluation
Friday, April 26 <sup>th</sup>	Wrap up. Last day of class

### **General Education Competency/Learning Outcome(s):**

#### Learning Outcome 5: Demonstrates effective oral communication skills

- Performance Indicator 1: Produces original content
- Performance Indicator 2: Adapts to a variety of speaking and listening situations
- Performance Indicator 3: Uses volume, eye contact, rate of pronunciation, articulation, and gesticulation effectively
- Performance Indicator 4: Uses listening skills to critique, evaluate, and/or assess oral communication

### **Relationship to Campus Focus:**

A focus on awareness of our impact in the world and on our environment. Discussion of utilizing new technologies to communicate and share information with small and mass groups of people. Students will also understand how to utilize these new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

### **Classroom Policies:**

**Absences and Assignment Due Dates:** Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. If you email me an assignment, you will get a reply from me to verify that I have received the assignment. If you do not get a receipt from me, I did not get the assignment. It is your job to ensure that I have received the assignment, so if you do not get a response from me within 24 hours of submitting your assignment by email, you need to resend the email. The assignment continues to lose 10% per day during this time.

**Speech Day:** **Late speeches are docked 50%.** You will make up your speech during the next class period where time allows you to speak at the end of all other scheduled activities. If you are on the schedule to speak, it is important that you attend class. If you

**miss one of your evaluation days, you will lose those points as if you are not there to complete the evaluation, you can not earn the points.**

**Typed outlines are required to deliver your speech. If you do not have a typed outline you will not be allowed to speak and will begin to lose points for late work. This requirement will not change in any circumstance. Either post your outline in Blackboard prior to class or print and bring me a copy of your outline to follow as you speak.**

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is a living document that is subject to change. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.

**Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

**Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

**Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.