

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:

Monday-Friday: 9:00-10:00
Monday-Wednesday- Friday: 3:00 to 4:00

Lecture/Lab Schedule:

Tuesday-Thursday 2:00-3:15

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:

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.

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 2011**

January 12:

Introduce Class

Introduction to Public Speaking Chapter 1 pp.2-21

January 13:

Overcoming Nervousness Chapter 2 pp. 22-39

Begin: Listening Chapter 3 pp.40-56

January 18:

Finish: Listening Chapter 3 pp.40-56

Begin: Speech to Introduce Self

January 20:

Finish: Speech to Introduce Self
Introduce: Interpretive reading
Debrief: the speech to introduce self

January 25:

Delivering the Speech: Chapter 14 pp. 272-295
Analyzing Audiences: Chapter 4 pp. 58-79

January 27:

Interpretive reading

February 1:

Interpretive reading
Introduce: speech to entertain

February 3:

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

February 8:

Speech to entertain

February 10:

Finish Speech to entertain
Process or Demonstration Speech pp.301-304
Presentation aids Chapter 9 pp. 164-195

February 15:

Test

February 17:

Demonstration Speech

February 22:

Demonstration Speech

February 24:

Demonstration Speech
Video: Organizing a speech.

March 1:

Speaking to Inform: Chapter 15 pp. 296-318
Begin: Gathering and using information: Chapters 6 and 7 pp. 98-142

March 3:

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

March 8:
Supporting Your Ideas: Chapter 8 pp.144-163

March 10:
Research

March 22:
Panel Discussion

March 24:
Panel Discussion

March 29:
Finish panel discussions
Body, Introductions, Conclusions: Chapter 10 and 11 pp. 196-233

March 31:
Finish Body, Introductions, Conclusions: Chapter 10 and 11 pp. 196-233
Outlines; Chapter 12 pp.234-253

April 5:
Wording the Speech: Chapter 13 pp.254-270

April 7:
Speech to inform

April 12:
Speech to inform

April 14:
Speech to inform

April 19:
Persuasive speeches and strategies: Chapter 16 and 17 pp. 320-369

April 21:
Special Speeches: Chapter 18 pp. 370-384
Impromptu speeches
Fallacies used in persuasion (video)

April 26:
Test

April 28:
Speech to Persuade

May 3:
Speech to Persuade

May 5:
Speech to Persuade