

Dakota College at Bottineau Syllabus

Corse 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: 2:00 to 3:00

Lecture/Lab Schedule:

Monday-Wednesday-Friday: 8:30-9:20

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.

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.

Syllabus: Fundamentals of Public Speaking
Monday-Wednesday-Friday
Fall 2014

August 27:

Introduce Class

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

August 29:

Overcoming Nervousness: Chapter 2 pp. 22-39

September 3:

Listening: Chapter 3 pp.40-56

September 5:

Speech to Introduce Self

September 8:

Finish: Speech to Introduce Self

Debrief the speech to introduce self

Introduce: Interpretive reading

September 10:

Delivering the Speech: Chapter 14 pp.272-295

Introducing the Speaker: pp. 377-378

September 12:

Interpretive reading

September 15:

Interpretive reading

September 17:

Interpretive reading

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

September 19:

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

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

September 22:

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

September 24:

Speech to entertain

September 26:

Speech to entertain

September 29:

Process or Demonstration Speech pp.326-330

Visual aids: Chapter 9 pp. 164-195

October 1:

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

October 3:

Test

October 6:

Demonstration Speech

October 8:

Assessment Day

October 10:

Demonstration Speech

October 13:

Demonstration speeches

October 15:

Speaking to Inform: Chapter 15 pp.296-318

October 17:

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

October 20:

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

October 22:

Group Dynamics: Chapter 19 pp. 386-401

October 24:

Research

October 27:

Panel Discussions

October 29:

Panel Discussions

October 31:

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

November 3:

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

November 5:

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

November 7:

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

Outlines: Chapter 12 pp.234-253

November 10:

Analyze the “I Have a Dream” Speech

November 12:

Wording the Speech: Chapter 13 pp.254-270

November 14:

Speech to inform

November 17:

Speech to inform

November 19:

Speech to inform

November 21:

Finish: Speech to inform

November 24:

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

December 1:

Special Speeches: Chapter 18 pp. 370-384

Impromptu speeches

December 3:

Test

December 5:

Speech to Persuade

December 8:

Speech to Persuade

December 10:

Speech to Persuade

December 12:

Speech to Persuade