

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:

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: 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
Fall 2014 Tuesday-Thursday

August 26:

Introduce Class

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

August 28:

Overcoming Nervousness: Chapter 2 pp. 22-39

Assign: Speech to Introduce self

Begin: Listening: Chapter 3 pp. 40-56

September 2:

Finish: Listening: Chapter 3 pp. 40-56

Begin: Speech to Introduce Self

September 4:

Speech to Introduce Self

September 9:

Debrief the speech to introduce self

Delivering the Speech: Chapter 14 pp. 272-295

Introducing a speaker: pp. 377-378

September 11:

Assign Speech to Entertain

Analyzing Audiences: Chapter 4 pp. 58-79

September 16:

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

September 18:

Speech to entertain, or make a point

September 23:

Process or Demonstration Speech pp. 326-330

Visual aids: Chapter 9 pp. 164-195

September 25:

Test

September 30:

Demonstration Speech

October 2:

Demonstration Speech

October 7:

Demonstration Speech

October 9:

Speaking to Inform: Chapter 15 pp.296-318

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

October 14:

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

Group Dynamics Chapter 19 pp. 386-401

Supporting Your Ideas: Chapter 8 pp.144-163

October 16:

Research

October 21:

Panel Discussion

October 23:

Panel Discussion

October 28:

Finish panel discussions

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

Outlines; Chapter 12 pp.234-253

October 30:

Wording the Speech: Chapter 13 pp.254-270

November 4:

Speech to inform

November 6:

Speech to inform

November 13:

Speech to inform

November 18:

Registration Day

November 20:

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

November 25:

Special Speeches: Chapter 18 pp. 370-384
Impromptu speeches

December 2:

Test

December 4:

Speech to Persuade

December 9:

Speech to Persuade

December 11:

Speech to Persuade