

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 - 9:50

Wednesday: 2:40-3:40

Lecture/Lab Schedule:

Tuesday, Wednesday, Thursday 10:00-11:40

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:

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.

**Fundamentals of Public Speaking
Communications 110
Summer 2013**

June 4

Introduce Class

Introduction to Public Speaking: Chapter 1 pp.1-23

June 5

Overcoming Nervousness: Chapter 2 pp. 24-41.

Listening: Chapter 3 pp.42-57

June 6
Speech to Introduce Self
Debrief : The speech to Introduce Self

June 11
Delivering the Speech: Chapter 14 pp.294-319

June 12
Interpretive reading

June 13
Analyzing Audiences: Chapter 4 pp. 58-81
Introduce Entertain or Make a Point

June 18
Chapter 5: Selecting Topic, Purpose and Central idea pp.82-101. Video: Organizing a speech.

June 19
Speech to entertain or Make a Point

June 20
Process or Demonstration Speech pp.326-328
Visual aids: Chapter 9 pp. 176-209

June 25
Test

June 26
Demonstration Speech

June 27
Speaking to Inform: Chapter 15 pp.320-343
Begin: Gathering and using information: Chapters 6 and 7 pp. 102-155

July 2
Finish Gathering and using information: Chapters 6 and 7 pp. 102-155
Group Dynamics:
Chapter 19 pp. 410-426

July 3
Supporting Your Ideas: Chapter 8 pp.156-175

July 9

Library research

July 10

Symposium

July 11

Body, Introductions, Conclusions: Chapter 10 and 11 pp. 210-251

Outlines: Chapter 12 pp.274-295

July 16

Wording the Speech: Chapter 13 pp.274-293.

July 17

Speech to inform

July 18

Persuasive speeches and strategies: Chapter 16 and 17 pp. 344-395

Video: Using Logic and Reasoning

July 23

Special Speeches: Chapter 18 pp. 396-409

Impromptu speeches

July 24

Test

July 25

Speech to Persuade

