

**Basic Course Information**

Semester	<b>Spring 2018</b>	Instructor Name	<b>Sabrina Worsham</b>
Course Title & #	<b>COMM 100 (Oral Comm.)</b>	Class Dates	<b>3/5/18-5/1/18</b>
CRN #		Class Days	<b>Monday and Tuesday</b>
Room	CSP: A yard	Class Times	<b>12:30 PM-3:40 PM</b>
Units	<b>3 unit course</b>		

**Course Description**

“Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (C-ID COMM 110) (CSU,UC),” IVC

**Student Learning Outcomes**

Upon completion of this course, you will be able to:

1. Use the three-part deductive pattern of organization and apply the extemporaneous style of delivery when presenting the required informative speech of 4-6 minutes. (ILO1, ILO2, ILO3, ILO4, ILO5)
2. Deliver an organized informative speech to class audience members. The speech must adhere to specific time restrictions and requirements, as assigned by the instructor. (ILO1,ILO2,ILO3,ILO4,ILO5)
3. Prepare and present a visual aid that illustrates a specific point. (ILO1,ILO3,ILO4)
4. Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)
5. Identify the components of the nonverbal delivery process which includes: eye contact, rate/pause, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

**Course Objectives**

1. Define, explain and apply the principles of oral communication
2. Incorporate and demonstrate ethical practices in all phases of speech preparation
3. Acquire, organize, interpret and utilize research materials
4. Analyze and adapt a speech topic to a variety of diverse audiences
5. Develop a clear, cohesive thesis and create a concise speech outline
6. Compose, organize and present to a live audience relevant speeches to introduce, inform and persuade
7. Demonstrate the characteristics of effective delivery
8. Support speech context through utilizing effective visual aids
9. Analyze and evaluate live or recorded speeches
10. Demonstrate active listening skills
11. Recognize the elements of and demonstrate effective techniques for reducing communication Apprehension

**Textbook**

<http://www.publicspeakingproject.org/psvirtualtext.html>

## Course Requirements and Instructional Methods

**“Assignments:** It is your responsibility to complete all assignments in a timely matter and submit them via the appropriate channels (in person or electronically, depending on the assignment). In general, **NO LATE WORK** will be accepted, even with documentation. All assignments need to be typed, unless otherwise specified,” SW.

**“Out of Class Assignments:** The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement,” IVC

## Course Grading Based on Course Objectives

### Evaluation of Student Progress:

There are 1000 points possible in this course:

<b>A = 900-1000</b>
<b>B = 800-899</b>
<b>C = 700-799</b>
<b>D = 600-699</b>
<b>F = 599 &lt; = F</b>

Point/Assignment Breakdown:

**(545 total points possible) Speeches (all formal speeches are extemporaneous speeches):**

- (25) Introduction: a quick 1-2 minute introduction to the class and the basic speech structure
- (60) Info-phobia: a 2-4 minute speech about a phobia. Informative in nature, introduces research
- (110) Demonstration: a 3-5 minute speech that uses visual aids to help explain a process
- (150) Informative: a 4-6 minute speech that uses credible research to inform an audience
- (200) Persuasion: a 4-6 or 5-7 minute speech that uses credible research to persuade an audience

**(12 @ 5 points each = 60 points possible) In-Class Activities:**

Participation in a variety of in-class activities that are designed to work on speech skills and understanding.

**(5 @ 10 points each = 50 points possible) Homework Assignments (Speech Outlines):**

Neatly hand written outlines, works cited sheets, and notecards for major speeches

**(17 @ 10 points each = 170) Reading Notes:**

1-2 page(s) + of HAND-WRITTEN notes from the chapter. Identify key terms in your OWN words. DUE at the beginning of class. LATE reader's notes will NOT be accepted.

**( 2 @ 75 points each = 150) Exams:**

These exams cover the text and material used in lecture. The exams may include multiple choice, true/false, fill In-the-blank, short answer, essay, and/or application questions. Exams are closed book.

**(1 @ 25 points each = 25 points possible) Final Presentation:** done in pairs: Details to follow

## Attendance

“This is a skills based class and EVERY class is crucial. In class activities and assignments CANNOT be made up. On-time attendance is necessary for the successful completion of the class.

**Classroom Etiquette**

**“Timeliness: Arrive in enough time to be settled, signed in, and ready to go when class begins. Being late is rude, disruptive, and anxiety-inducing for many. Additionally, missing class hurts you and your peers. Be here, be ready, let's learn and create a positive community.**

**Language: In an effort to create and maintain a critical, comfortable and equitable environment for everyone, any language that is racist, sexist, homophobic, or that discriminates against any person or group will be discussed in the classroom. Any such language in any speech, assignment, or classroom discussion may result in a failing grade for that speech or assignment and the occurrence will be documented in case any further disciplinary actions are warranted,” sw**

**I have an alarm and will use said alarm without hesitation.**

**Academic Honesty**

- **“Plagiarism is to take and present as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly ‘cite a source’, you must ask for help.**
- **Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.**
- **Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service,” IVC**

**Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify me as soon as possible.

**Anticipated Class Schedule / Calendar \*Tentative and subject to change**

5-Mar	ICA 1		5
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6-Mar	Out 1		10
12-Mar	RN 1		10
12-Mar	RN 2		10
6-Mar	SP 1		25
12-Mar	ICA 2		5
12-Mar	Out 2		10
13-Mar	ICA 3		5
13-Mar	RN 3		10
13-Mar	RN 4		10
13-Mar	Rn 8		10
19-Mar	SP 2		60
19-Mar	RN 5		10
19-Mar	RN 7		10
19-Mar	RN 13		10
20-Mar	ICA 4		5
20-Mar	Ex1		75
26-Mar	ICA 5		5
26-Mar	Out 3		10
26-Mar	RN 10		10
26-Mar	RN 6		10
26-Mar	RN 9		10
27-Mar	ICA 6		5
26-Mar	SP 3		110
27-Mar	RN 11		10
27-Mar	RN 12		10
27-Mar	RN 17		10
27-Mar	ICA 7		5
9-Apr	Out 4		10
10-Apr	RN 14		10
10-Apr	RN 15		10
10-Apr	RN 16		10
10-Apr	ICA 8		5
16-Apr	Ex2		75
16-Apr	ICA 9		5
16-Apr	SP 4		150
17-Apr	ICA 10		5
24-Apr	ICA 11		5
17-Apr	Out 5		10
4/23 and 4/24	Sp 5		200
30-Apr	ICA 12		5
1-May	FP		25

ICA	In-Class Activity
Out	Outline, works cited, & notecards
RN	Reader's Notes
SP	Speech
Ex	Exam
Fp	Final Presentation

## STUDY GUIDE EXAM ONE

### Chapter One: Benefits of Public Speaking

Personal, Professional, Public  
Models of Communication  
Linear, Transactional  
Elements of the Communication Process  
Encoding and Decoding, Communicator  
Message, Channel, Noise  
Worldview & Context  
Types of Speeches  
Speaking Competencies  
Useful Topics, Engaging Introduction  
Clear Organization, Well-Supported Ideas  
Closure in Conclusion  
Clear and Vivid Language  
Suitable Vocal Expression  
Corresponding Non Verbals  
Adapted to the Audience  
Adept Use of Visual Aids  
Convincing Persuasion

### Chapter Two Rhetoric

Cicero's desire for audience analysis  
Cicero's criteria to get an audience to act  
Aristotle: Ethos, Pathos, Logos  
Power and Persuasion

### Chapter Three: Ethics, Ethical Standards, Honesty, Avoiding Plagiarism

Citing Sources Responsibly  
Setting responsible speech goals  
Develop ethical listening skills  
Provide ethical feedback

### Chapter Four

Three areas of our lives that are benefited when we value listening? Academic, Professional, Personal

What are the three attributes of an active listener?

Attention, Attitude, Adjustment

What are the three barriers to effective listening?

Anticipating, Judging, Acting Emotionally

What is Nonverbal communication?

What are nonverbal adaptors?

What are the strategies the text lays out to improve effective listening?

Keep an open mind, Identify distractions, Come prepared, TAKE NOTES!

### Chapter 5

Approaches to Audience Analysis:

Direct Observation, Inference, Sampling

Categories of Audience Analysis

Situational Analysis, Demographic Analysis

Psychological Analysis, Multicultural Analysis  
Interest and Knowledge Analysis

### Chapter 7

Personal and Professional Knowledge, Personal Testimony, Interviews, Library Resources, Books  
Periodicals, Full Text Databases, Internet Resources

Search Engines, Defining Search Terms  
Websites, Government Documents  
Evaluating Information

Citing Sources and Avoiding Plagiarism  
Style Sheets

Plagiarism

### Chapter Eight

Main points, sub points, and ideas

Organizing Informative Speeches

Topical, Spatial, Chronological

Source Citation (When, why, and how)

Paraphrasing versus quoting

Source Criteria: Recency, Variety, Publication, Bias, Connect to the Subject

### Chapter Thirteen

Effective Visual Aids, Types of Visual Aids

Personal Appearance, Objects and Props,

Demonstration, Posters and Flip Charts

Audio and Video, Handouts, Slideware

Design Principles & Slide Layout

Backgrounds and Effects

Colors, Fonts, Text, Images, Graphs and Charts

**Sabrina Adds:** 10 step speech making process

1. Purpose

2. Audience Analysis

3. Topic Selection

4. Brainstorm

5. Narrow to an outline

6. Research to the outline

7. Finalize outline and Works Cited

8. Notecards

9. PRACTICE

10. Deliver & celebrate!

Sabrina's Structure (thus far):

AGD: Attention Getting Device

THESIS:

PREVIEW:

1 A B

2 A B

3 A B

REVIEW and TIE to AGD

Modes of Public Speaking:

Memorized, Manuscript, Impromptu,  
Extemporaneous

**\*Dog Banter**

Exam 2 Study Guide: **Chapter 6**

Critical Thinking Defined, Traits, and Skills

Value of Critical Thinking

Defining arguments

Inductive and deductive reasoning

Understanding Fallacies

Formal Fallacies

Bad Reasoning Fallacy

Masked Man Fallacy

Fallacy of Quantitative Logic

Informal Fallacies

Accident Fallacy

Ad Hominem

Fallacy of Ambiguity

Fallacies of Appeal

Begging the Question

Black and White Fallacy

Fallacy of Composition

Fallacy of Division

Non causa, pro causa fallacy

Red Herring Fallacy

Slippery Slope Fallacy

Weak Analogy Fallacy

\*Framing

**Chapter 9** Functions of Introductions

Gain Attention and Interest

Gain Goodwill

Clearly State the Purpose

Preview and Structure the Speech

Attention-Getting Strategies

Tell a Story

Refer to the Occasion

Refer to Recent or Historical Events

Refer to Previous Speeches

Refer to Personal Interest

Use Startling Statistics

Use an Analogy

Use a Quotation

\*Ask a Question

Use Humor

Preparing the Introduction

Construct the Introduction Last

Make it Relevant

Be Succinct

Write it Out Word for Word

Functions of Conclusions

Prepare the Audience for the end of the speech

Present Any Final Appeals

Summarize and Close

End with a Clincher

Appeals and Challenges

Composing the Conclusion

Prepare the Conclusion

Do Not Include any New Information

Follow the Structure

\*CONCRETE AND SPECIFIC

**Chapter 10 The Power of Language**

Communication vs. Language

Language Creates Social Reality

The Differences Language Choices Can Make

Constructing Clear and Vivid Messages

Use Simple Language

Use Concrete and Precise Language

Using Stylized Language

Metaphors and Similes

Alliteration

Antithesis

Parallel Structure and Language

Personalized Language

The Importance of Ethical and Accurate

Language

Language and Ethics

Sexist and Heterosexual Language

Avoiding Language Pitfalls

Profanity

Exaggeration

Powerless Language

Incorrect Grammar

Other Language Choices to Consider

Clichés

Language that is Central to Pop Culture

**11** Classifying Communication Apprehension

Trait anxiety vs. State anxiety

Scrutiny Fear

Frames of Reference

Habitual Frame of Reference

Personal Frame of Reference

Cognitive Restructuring (CR)

Sources of Apprehension

Impact of Apprehension

Learning Confidence

Techniques for Building Confidence

Prepare Well, Visualize Success, Avoid Gimmicks

Breathe and Release, Minimize What You

Memorize

Practice Out Loud, Customize Your Practice

**12** Methods of Delivery: Manuscript Style,

Memorized Style. Impromptu Style,

Extemporaneous Style

Vocal Aspects of Delivery

Articulation, Pronunciation  
Accent, Dialect and  
Regionalisms, Vocal Quality  
Pitch and Inflection  
Rate of Speaking  
Pauses Versus Vocalized Pauses  
Vocal Projection  
Nonverbal Aspects of Delivery: Personal  
Appearance  
Movement and Gestures, Facial Expressions, Eye  
Contact  
Mastering the Location  
The Room: The Podium: The Equipment  
Using a Microphone: Water Rules  
Preparation, Practice and Delivery  
Preparing Notes  
Rehearsing the Speech  
Managing Stress  
Delivering the Speech  
**14** Reasons to Adopt a Global Perspective  
The Economic Imperative  
The Technological Imperative  
The Demographic Imperative  
The Peace Imperative  
Sensitivity and Respect  
Stereotypes  
Prejudices  
Ethnocentrism  
Understanding a Diverse Audience  
High and Low Context Cultures  
Power Distance  
Uncertainty Avoidance  
Individualism vs. Collectivism  
Masculinity vs. Femininity  
Time Orientation  
Selecting Supporting Materials  
Stories, Facts and Statistics, Testimony  
Speech Organization  
Linear Pattern vs. Holistic Pattern  
Appropriate Verbal Expression  
Denotative and Connotative Meaning  
Communication Style  
Effective Nonverbal Expression  
Kinesics  
Paralanguage  
Physical Appearance  
**15** Functions of Informative Speeches  
Provide Knowledge  
Shape Perceptions

Articulate Alternatives  
Allow us to Survive and Evolve  
Role of Speaker  
Informative Speakers are Objective\*  
Informative Speakers are Credible  
Informative Speakers Make the Topic Relevant  
Informative Speakers are Knowledgeable  
Types of Informative Speeches: Definitional,  
Descriptive, Explanatory, Demonstration  
Developing Informative Speeches  
Generate and Maintain Interest  
Create Coherence  
Make Speech Memorable  
**16** What is Persuasive Speaking?  
Functions of Persuasive Speeches  
Propositions of Fact, Value, and Policy  
Choosing a Persuasive Speech Topic  
Approaching Audiences  
Receptive Audiences  
Neutral Audiences  
Hostile Audiences  
Persuasive Strategies  
Ethos, Logos, Pathos  
Organizing Persuasive Messages  
Monroe's Motivated Sequence  
Direct Method Pattern  
Causal Pattern  
Refutation Pattern  
**17** Background of Special  
Occasion Speaking  
Epidictic Oratory  
Purpose of Special Occasion Speaking  
Types of Special Occasion Speeches  
Speech of Introduction  
Toast and Roast  
Speech to Present an Award  
Acceptance Speech  
Keynote Address  
Commencement Speech  
Commemorative Speeches and Tributes  
After - Dinner Speech  
General Guidelines for Special  
Occasion Speeches  
Keeping the Speech Short  
Acknowledging the Obvious  
Staying Positive  
Using Humor  
**\*Sabrina's structure**  
**\* Sabrina's 10 step speech making process**