

IMPERIAL VALLEY COLLEGE DISTRICT
DEPARTMENT OF HUMANITIES
ORAL COMMUNICATION
SYLLABUS

Course Title: **ORAL COMMUNICATION**, SPCH 100, Code: _____ Units 3
Class Meeting Time _____ Main Campus, _____ CA.
Instructor: Rebecca Reel

Course objectives and requirements:

I. COURSE OBJECTIVES:

- a. To develop the skills paramount in being able to confidently and accurately communicate in a public speaking environment.
- b. To obtain the skills needed to evaluate and process ideas for presentation.
- c. To develop or fine tune critical listening skills, use graphs when applicable, and site all sources.
- d. Student Learning Outcomes (SLO) will be tracked throughout session.

II. REQUIREMENTS:

All students will be required to take part in a series of six speeches consisting of the following headings:

1. A reading 3-5 minutes
2. A speech to demonstrate 5-7
3. A speech to inform 5-7
4. A speech to entertain 5-7
6. An impromptu speech 3-5
7. The final, a speech to persuade 7-10 minutes
8. There will be one written outside assignment. The dates and topic TBA

Note: Pop quizzes have been known to take place

Each class meeting will have a Wizard of "Ah's" and a master of ceremonies.

During your time as the Wizard or Master of ceremonies, you will not be required to do critiques. The Wizard of "Ah's" will be required to track each presenters um's, ah's stumbles, you know's, stammers etc.

The Master of ceremonies will be required to introduce each presenter, give the title of their speech, and assist the speaker in setting up and taking down any items needed for the presentation.

BOOK: Building A Speech (), Sheldon Metcalfe

III. SPECIFICATIONS/DESCRIPTIONS

All students will be required to:

- a. BE ON TIME TO CLASS!!!
- b. Critique all presentations, excluding the final speech
- c. Write all presentations or their pertinent data onto three-by-five cards to be submitted to the instructor upon completion of each speech. The first three-by-five card must have your name, the date, the title of your speech, the type of speech, the class site and nothing else! For reference use when giving your presentation, your cards may be filled out in an outline format, or a key words/phrases format. All cards and written material must be legible. If I cannot read what is submitted you will not get credit.
- d. BE ON TIME TO CLASS!!
- e. All students will be required to keep informed for current events: City, County, State, National and World!
- f. BE ON TIME TO CLASS!!

IV. GRADING

- a. All speeches, excluding the final speech, are valued at 100 points.
- b. Final speech 200 points
- c. Attendance and participation 200 points

Evaluation method:

1. Preparedness
2. Written assignments
3. Use of visual aids
4. Class participation
5. Attendance

V. CLASSROOM CODES

- a. No one will be allowed to enter or leave the room during a presentation.
 - b. No items are to be on your desk during presentations.
 - c. Absolutely no talking to others or to the instructor during speeches.
 - d. All cell-phones and pagers will be turned off during class time, NO EXCEPTIONS!
 - e. Tardiness or leaving early is not acceptable.
- Infractions of the above classroom code will result in a reduction of your overall grade!