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**Basic Course Information**

Semester	Fall 2016	Instructor Name	Karin Deol Eugenio
Course Title	Oral Communication	Email	Karin.deol@imperial.edu
#	COMM 100		
CRN	11079		
Room	1603	Units	3
Class Dates	8/15/16- 12/09/16	Class Days	MW
Class Times	2:00 -3:25pm		
Online components	Edmodo <a href="http://www.edmodo.com">www.edmodo.com</a>  Canvas <a href="http://www.imperial.edu">www.imperial.edu</a>	Code:	Uutqkr  Use your IVC username & password

**Course Description**

Speech 100 offers you an opportunity to learn the fundamental processes involved in oral communication. The specific purpose of this course is to help you improve your communication skills. This objective is achieved through the application of concepts such as research, organization, outlining/constructing, supporting materials and the preparing and delivery of speeches. Attention is also given to the importance of ethics and credibility and how these concepts relate to the communication process.

**Student Learning Outcomes**

Students will 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)

**Course Objectives**

*When you complete the course, you will be able to:*

- Describe and recall the basic history of oral communication.
- Demonstrate the ability to select and research a topic.
- Construct a speech using the deductive pattern of organization.

- \_Identify the principles of ethics in speaking and listening.
- \_Critically analyze speech concepts.
- \_Improve your presentational skills.
- \_Apply the use of supporting materials to speeches.
- \_Identify and describe how persuasion works.
- \_Recognize and avoid the use of fallacies.
- \_Analyze the importance of the application of audience analysis and adaptation.
- \_Prepare and deliver an effective oral presentation
- \_Develop appropriate visual aids for presentations.
- \_Develop competence and confidence as a public speaker!

### Textbook

Building a Speech, 8th edition, 2013  
 Author: Sheldon Metcalfe Publisher: Wadsworth

### Course Requirements and Instructional Methods

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.

### Why is this class important?

Traditionally, employers' TOP priority when considering candidates is verbal communication skills and overall demeanor. Once you're hired, your personal advancement hinges on your communication skills. Bottom line: what you learn in this course will give you the extra edge against your competitors, no matter what your career.

### Course Grading Based on Course Objectives

Your speeches	340-360 points	70%
Class/ Group exercises	80 points	15%
Audience participation	80 points	15%
TOTAL:	500 points	=100%

Superior = A Above average = B Average = C Poor=D Unacceptable = F  
 90%-100% = A 80%-89% = B 70%-79% = C 60% -69% = D Less than 60% = F

### Attendance

Students who fail to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

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- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
  - Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider**: specifics for your class/program
  - Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
  - Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
  - Deadlines Count: Credit will be given for assignments only if they are turned in on time. If you are absent when something is due, you need to contact me immediately.
- Disruptive students: Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus Disciplinary officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

### 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

### Additional Help

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program

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- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at

[http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### Blackboard Website: Log-in Instructions for Students

Students can log-in by visiting <http://imperial.blackboard.com>. Bookmark this site.

For the username, students will use the first part of their student email address (e.g. jdoe2).

For their password, they will use their WebSTAR PIN (which should automatically be synced when updated via WebSTAR).

If a student does not know his or her IVC email address, these two locations can help him or her find out that information:

- <https://www.imperial.edu/students/student-email-lookup/>(Does not require additional login, but will only work if the student is registered for 0.5 or more units for the current semester)
- <https://my.imperial.edu/student-email/>(Does require additional login to the Student Portal, but will work regardless of whether or not the student is registered for any classes).

### Blackboard Assistance

IVC has established Blackboard support, which includes the following:

- **\_24/7 Phone Support:** Support Representatives are available around the clock every day of the week to provide you with technical support for the Blackboard Learning System and log-in issues.
- **\_Submit A Ticket:** This web based ticket submission tool allows you to fill out a web form that will get submitted as a ticket to our support representatives.

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- **\_Real-Time Chat:** This tool allows you to contact our support representatives 24/7. You can access this tool from the support portal.
  - **\_Knowledge Base:** Allows you to search or browse the various topics and questions that have already been answered.

To visit the **Blackboard Support Portal** you can:

- \_Go to <http://bbsupport.imperial.edu>
- \_Or, from the IVC Homepage, click on the **Faculty & Staff | Blackboard Support** link
- \_Or call **1-855-532-6983, toll free any time, day or night**

### Description of Course Components

## **In-Class Speeches**

### **#1 INTRODUCTORY SPEECHES** *Length 2 - 3 minutes (25 points)*

It's called getting to know your neighbor! For this speech, you'll be working with another person in the class. Each of you will interview your partner. When you think you've got enough information, your objective is to organize what you considered important and then to deliver a speech in which you introduce your partner to the class.

You'll be allowed some notes to refer to, and to spare you from blanking out from "stage fright," but the exercise is designed to help you be as extemporaneous as possible, meaning that the more you can engage us, your audience, with your eye contact, and your personality, and the less you have to refer to your notes, the better!

You'll be graded for effectiveness, preparation, and professionalism in delivery!

From this point on, the speeches you present are progressive in nature...i.e., each speech builds on the skills you've previously learned, and each in front-of-the-class experience will impact how you select and narrow your future speech topics, how you determine the general purpose, how you analyze the audience, conduct research, develop the speech outline, and practice methods of delivery.

#### **From this point on, be aware:**

- the informative and persuasive speeches require outlines (double spaced and typed)
- the narrative, informative, and persuasive speeches require at least 3 appropriate visual aids.
- the informative and persuasive speeches require not only at least 3 appropriate visual aids, but also a list of the works you researched and cited in your speech (that means I need a bibliography).
- all outlines and bibliographies are due before you deliver your speech.
- time limits are important. Too long can be just as bad as too short. Practice is critical!

### **#2 NARRATIVE SPEECHES** *Length 6 - 7 minutes (80 points)*

In this speech, the objective is for you to tell us a story about yourself. It can be a funny story, or a sad, happy, or serious one, but it should enlighten us about you as a person more than you have yet revealed.

Introductions should be made by raising interest in your subject, and then you should very clearly state the thesis of your speech (the lesson you have learned from the experience in the story you're about to tell). Your story should be organized in chronological order. Include only those details, which contribute to the support

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of your thesis.

The story you choose should have a clear beginning, middle, and end. In your conclusion, you should summarize again for your audience, the important lesson you learned, and give an ending statement. The more dramatic, obviously, the better! Prepare ahead of time, and practice! Practicing your speech before actual delivery in a public setting helps you to time your presentation. It also builds confidence in your abilities as a public speaker. You should use at least 3 visual aids as part of this presentation.

### **#3 INFORMATIVE (105 pts) / DEMONSTRATIVE SPEECHES (125 pts) Length 7 minutes**

\*\*\*\*\*OUTLINE/BIBLIOGRAPHY REQUIRED

In this speech you'll be informing us about a subject of interest to us and to you. Your subject should not be too broad. Choose a thesis that clearly focuses attention on a specific purpose which you intend to communicate to the audience, and then make sure your thesis is included in both the outline and in the delivery of your speech.

Adapt the thesis and content of your speech to your audience's level of knowledge and interest, and include an introduction and conclusion that will grab and sustain the attention of your audience.

In this speech you should follow topic order, that is each of the main points of your speech should consist of a different, yet equally important part of the topic you have selected. Important criteria for refining the information in the body of your speech are newness, relevance, and impartiality. The information should be new and unknown to most members of your audience. Information, which is not made relevant to the audience members usually, will not be remembered, so effort should be taken to stress the importance of your topic to everyday lives.

Finally, the informative speech should not sound like an infomercial or be persuasive. Impartiality does not mean that you shouldn't care about your speech, you should! But you should emphasize both the positive and negative characteristics of your topic in order to provide a well-balanced speech. Again prepare, practice and time your speech.

This speech should have at least 3 supporting quotes, and be sure to include these 3 pieces of information, which you need to cite orally:

- 1) author of quote
- 2) qualifications of author
- 3) what year the article was published/what year the author stated quote.

This means you'll have to research your topic and work your sources into your speech and outline. Attach to your outline a bibliography page citing your 3 references. You should include at least 3 visual aids in this speech.

### **#4 PERSUASIVE SPEECHES Length 7–8 minutes (130 points)**

Prepare a presentation designed to stir your audience into action in a way that they're not already predisposed.

This challenge is tough because most of us have a natural resistance to persuasion, so you need to ease into your topic by showing respect for your audience, while attempting to convince them to change. To justify such

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a change, follow problem-solution order in the organization of your speech.

The first main point deals with the harm of the problem and need for action. You must convince your audience that the situation is so bad; they must now rise to the challenge and change it. Use statistics to support your case, and demonstrate sound reasoning. Appeal to your audience logically, and emotionally order in the organization of your speech.

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The second main point is to make your case that the problem won't go away without your classmates taking action.

Use testimony as support for causal reasoning. Underscore that the solution is within the audience's control, and that any alternative solutions won't be as beneficial as the one you suggest.

The third and final main point is to persuade the audience that your solution will solve the problem. Use examples of times and places where your solution has worked before. Use these examples to justify why you believe your solution is the right one for local application. Talk about how the benefits will outweigh whatever the cost to change.

Frame your speech with an introduction and conclusion adapted to the interests of your audience, and make very clear what action you want your audience to take.

**NOTE:** Any speech which does not make a clear attempt to influence will be penalized.

Time your speech and work on your delivery skills. Pay special attention to hand gestures and eye contact in your rehearsal sessions. This is a speech to last between 7-9 minutes. Research at least 6 articles or published sources on your topic, and have at least 3 oral source citations. Choose a topic you care strongly about, because your audience needs to sense your deep conviction in order to be persuaded.

**Class Quizzes:** Selected chapters from the textbook will be assigned. Chapter quizzes will be given promptly at the beginning of class on the date due. The grade for this portion of the course will be based upon the percentage of total correct answers given on the chapter quizzes. Wednesday, November 27th is the last day to complete all quizzes. Arrangements can be made to take a chapter quiz early if an absence is required.

***NOTE: All students must be in attendance for the scheduled final examination period.***

Expected behavior during Speeches

When attending class, please demonstrate respect for the speaker(s).

1. Do not engage in conversation with other students while a fellow student is delivering a speech.
2. Do not enter or leave the classroom while a fellow student is delivering a speech.
3. Do not disrupt or distract fellow students while they are delivering speeches.

## Speech Topic Selection

Imperial Valley College fully supports your right to free speech and expression under the law, and the Speech program at Imperial Valley College strives to help you increase skill in delivery and structure of speeches while creating an environment where the student is able to express her or his own free speech. However, the speech instructors at Imperial Valley College in no way condone or encourage student speech or expression which is prohibited by law.

## Tentative Schedule

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	<ul style="list-style-type: none"> <li>• Review Syllabus</li> <li>• Ice breaker</li> <li>• Break</li> <li>• Introduce Week 2 Speeches</li> </ul>	<ul style="list-style-type: none"> <li>• Buy Book!</li> <li>• Read Chapters 1 &amp; 11</li> </ul>
<b>*Week 2</b>	<p>Discussion of your <b>Introductory Speeches:</b></p> <ul style="list-style-type: none"> <li>▪ The importance of an engaging lead or introduction. How to shape your speech with eye contact, poise, placement of your hands and feet, distractions (hair, gum)</li> <li>▪ Approaching the podium, leaving the podium</li> <li>▪ The importance of a memorable close</li> <li>▪ Seeking colorful information to flavor your speech, note cards...key words</li> <li>▪ How to cope with nervousness...channel your energy.</li> <li>▪ Pair off and interview each other. Prepare your introductory speeches</li> <li>▪ <b>DELIVER Introductory Speeches</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Chapter 2 &amp; 3</li> </ul>

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 3	<ul style="list-style-type: none"> <li>▪ Narrative speeches</li> <li>▪ Class Review of Chapter 2 &amp; 3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Chapters 4 &amp; 7</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Class Review of Chapter 4 – Improving your listening skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bring in narrative speech rough draft to</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Discuss “Narrative speeches”</li> <li>▪ Class Review of Chapter 7: Selecting the topic and purpose.</li> </ul>	next class meeting.
Week 5	<ul style="list-style-type: none"> <li>• One-on-one to help refine narrative speeches.</li> <li>▪ Peer editing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare and practice your final narrative speech.</li> </ul>
<b>*Week 6</b>	<ul style="list-style-type: none"> <li>• <b><u>DELIVER</u></b> your <b>NARRATIVE SPEECHES</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Chapter 10</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>▪ Class Review of Chapter 10: Organizing the body of your speech.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read chapter 9</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>▪ No Class: Spring Break!</li> </ul>	
Week 10	<ul style="list-style-type: none"> <li>▪ Discuss Chapter 9</li> <li>▪ Come to class FIRST, then we proceed to IVC’s Spencer Library for a mandatory tutorial</li> <li>▪ Session to learn how to effectively use all its resources for research, particularly with regards to newspapers and magazines from around the world.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Begin researching valid publications &amp; sources. Read Chapters 12 &amp; 13</li> </ul>
Week 11	<ul style="list-style-type: none"> <li>▪ Class review of Chapter 14: Developing Delivery</li> <li>▪ Class review of Chapter 15: Speaking to Inform</li> <li>▪ Class discussion of informative and demonstrative speeches</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decide the topic of your Informative or demonstration speech, start preparing it.</li> <li>▪ Complete your informative/demonstrative speech and show me a rough draft by next class</li> </ul>
Week 12	<ul style="list-style-type: none"> <li>▪ Peer Editing</li> <li>▪ I’ll meet with entire class on a one-on-one basis to review your Informative or Demonstrative speech essay</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalize and practice Informative or Demonstrative Speech</li> </ul>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>▪ <b><u>Deliver your INFORMATIVE or DEMONSTRATIVE speeches</u></b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Read Chapter 16</li> </ul>
Week 14	<ul style="list-style-type: none"> <li>▪ Class review of Chapter 16 – Speaking to Persuade/Motivating Audiences Discussion of Persuasive speeches</li> <li>▪ Video of Martin Luther King speech – I have a Dream</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decide the topic of your persuasive speech. Prepare a rough draft of your speech to show me</li> </ul>

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	<ul style="list-style-type: none"><li>▪ How to make your persuasive speech Amazing!</li></ul>	next class.
Week 15	<ul style="list-style-type: none"><li>▪ Peer editing</li><li>▪ Class meets with me individually to refine your persuasive speech.</li></ul>	<ul style="list-style-type: none"><li>▪ Study for Final</li><li>▪ Finish, refine and practice your persuasive Speech!!!</li></ul>
Week 16	<ul style="list-style-type: none"><li>▪ Deliver Persuasive Speeches</li></ul>	
Week 17	<ul style="list-style-type: none"><li>▪ Continue Persuasive Speeches</li></ul>	Enjoy your summer!!!