

COMM 1: Public Speaking (CRN 35216)

| | |
|-----------------------------|--|
| Instructor: | Tina Lim |
| Telephone: | (408) 475-7823 voice or text |
| Email: | limtina@fhda.edu |
| Office Hours: | Mondays and Wednesdays 10-10:30AM (in person in L43) Wednesdays 2-3PM (on Zoom) and by appointment |
| Zoom Office: | https://fhda-edu.zoom.us/j/8901639268 |
| Class Day / Time: | Fully Asynchronous Class with three mandatory scheduled meetings for speech performances in Weeks 4, 7 & 11 |
| General Education Category: | Course meets the Communication Requirement |
| Prerequisite: | Eligibility for English 1A or ESL 5 |

Catalog Description

Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will develop and apply effective research strategies.

Student Learning Outcome Statements (SLO)

- **Student Learning Outcome 1:** Organize, compose, present, and critically evaluate information and persuasive presentations appropriate in content and style to the audience and situation.
- **Student Learning Outcome 2:** Display increasing confidence in speaking extemporaneously.
- **Student Learning Outcome 3:** Demonstrate effective listening in various public speaking contexts.
- **Student Learning Outcome 4:** Identify, locate, evaluate and use of information technologies and information sources.

Course Materials

- [Public Speaking Project: The Virtual Text](https://socialsci.libretexts.org/Bookshelves/Communication/Book3A_Public_Speaking_(The_Public_Speaking_Project)). Download at [https://socialsci.libretexts.org/Bookshelves/Communication/Book3A_Public_Speaking_\(The_Public_Speaking_Project\)](https://socialsci.libretexts.org/Bookshelves/Communication/Book3A_Public_Speaking_(The_Public_Speaking_Project)) or view on Canvas.
- Reliable internet access on device with camera and microphone
- Notecards

Participation and Late Work Policy: Public speaking is an intensive skill building class for most students – a class that involves and evolves from our collective discussions and risk-taking. This means that it is in your best interest to actively participate in all activities and assignments on Canvas in a timely manner. The due dates posted on Canvas will keep you on track to finish all coursework and there are other incentives for being on time; however, it is OK to submit late work for partial credit. It is always better to submit something late, rather than not submitting it at all.

Classroom Protocol

While ours is an asynchronous class, **there are three required meetings where you will present and evaluate speeches.** During these meetings, the majority of your time will likely be as audience members for peer speeches. It is not easy to stand up in front of a group of your peers and deliver a speech. If you arrive late on speech day, please wait in the Zoom waiting room; I will let you in as soon as the speech is over. Please also be aware of your non-verbal behavior on speech days. It can be difficult to deliver a speech when your audience members are texting, writing notes, doing other homework, or chatting or if the majority of the audience has their cameras off. Please be a good audience member and respectfully listen to speeches.

To help foster a productive learning environment, let's all work to do the following:

- interact respectfully with others
- embrace diverse perspectives and viewpoints

Interaction and communication with me are strongly encouraged. In addition to my specifically posted office hours, I am available by appointment. Text message is the preferred method of communication, second to face-to-face (Zoom). Be aware that all communication is returned as soon as I'm "back at work" so it may not be immediate, but usually within a 24-hour period.

Assignments and Grading Policies

To receive full credit, all assignments should be typed, proofread, appropriately referenced, and turned in on the day they are due. In order to complete the three major speeches (demonstrative, informative and persuasive) and their self-evaluations on time, you are required to turn in an electronic copy to Canvas by 11:59 p.m. on the due date. Please, contact me well before the deadline if you have any questions about this process.

Assignments (Detailed information about each assignment will be available on the class website)

- **Preparation/Participation. 65 points.** You earn points based on your participation in class Canvas activities which may include: Personal Informative Survey, Syllabus Quiz, Discussion questions, Kahoots and reading quizzes.
- **Speech Performances:** There are three major speech performances which must be presented live and three introductory speeches which can be presented asynchronously. You will choose your major speech performance dates at the beginning of the quarter so you can arrange your schedules to accommodate these **three 1-hour mandatory meetings**. You must submit a topic proposal, an outline and self-evaluation to receive credit for each speech.
 - **Demonstrative Speech: 165 points.** A 4-6 minute "how to" speech teaching the audience a skill that will improve their lives.
 - **Informative Speech: 210 points.** A 4-6 minute researched informative speech on a socially significant topic about which the audience does not already have a lot of knowledge.
 - **Persuasive Speech: 250 points.** A 4-6 minute persuasive speech designed to convince and motivate your audience to take some immediate action about a socially significant problem.
 - **Practice Speeches: 50 points.** These informal speeches will be used to practice speech structure and delivery in preparation for major speech assignments. The topics will vary. You will need to prepare, but there is no research component.

- *Outlines*: You must submit a typed 500-1000 word (not including the bibliography) complete-sentence outline with an annotated bibliography for each major speaking assignment by the date and time noted on the class calendar. Submit your outline electronically to Canvas.
- *Peer Evaluations*. **60 points**. You will evaluate peer speeches during the required speech performance meeting sessions.
- *Exams*: **200 points**. There will be numerous reading assessment quizzes throughout the quarter. They are timed, open book, open notes and unlimited chances to take it. There will be a cumulative final exam which is timed, open book and open notes, but you can only take it once.

Your final grade is based on the following percentage scale (out of 1000 points):

- 98% and above = A+ / Between 94% and 97.99% = A / Between 90% and 93.99% = A-
- 88% and above = B+ / Between 84% and 87.99% = B / Between 80% and 83.99% = B-
- 78% and above = C+ / Between 74% and 77.99% = C / Between 70% and 73.99% = C-
- 68% and above = D+ / Between 64% and 67.99% = D / Between 60% and 63.99% = D-
- Below 60% = F

College Policies

Academic Integrity: The college has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college: cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer.

For additional information, see the [Student Handbook Academic Integrity Policy](#). You should, therefore, submit your own, original work for this course. I will uphold DeAnza College's policy on academic integrity. Consequently, an instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in a failing course grade.

Tentative Class Schedule

This schedule is subject to change with fair notice. I will announce any changes in class and on the class Canvas website.

| week | date | description | reading | assignments due |
|-------|--------------|--|---|--|
| 1 | 1/8 | Introduction & Course Overview Basics of Public Speaking Credibility Methods of Speech Delivery | Ch. 1 Ch. 11 Ch. 12.2 | Student Personal Info Class Demographic Survey Schedule Major Speeches Weekly Kahoot & Practice Speech |
| 2 | 1/15 | Goals of Speaking Planning Your Speech Topic Selection Audience Analysis | Ch. 1.5 Ch. 8.2 Ch. 5 | Eat Here Presentation & Peer Evaluation Eat Here Self Evaluation Speech 1 Topic Proposal Weekly Kahoot & Assessment |
| admin | 1/20 1/21 | Last day to add classes Last day to drop without a W | | |

| | | | | |
|-------|------|---|--|---|
| 3 | 1/22 | Introduction, Conclusion Transitions Organizing & Arranging Points Outlining Delivery | Ch. 9 Ch. 8.4 Ch. 8.3 Ch. 8.5 Ch. 12 | Speech 1 Outline - Rough Draft Speech 1 Audience Analysis Weekly Kahoot & Assessment |
| 4 | 1/29 | Speech 1: Demonstrative | | Speech 1 Practice Speech 1 Performance Speech 1 Outline Speech 1 Peer Evaluations |
| 5 | 2/5 | Informative Speaking Research Strategies & Resources Oral vs Written Language | Ch. 15 Ch. 7 | Speech 1 Self Evaluation Speech 2 Topic Proposal Weekly Kahoot, Practice Speech & Assessment |
| 6 | 2/12 | Language & Style Attention Factors Presentation Aids Practice | Ch. 10 Inc. Ch. 13 Ch. 12.6 | Give & Take Speech 2 Audience Survey(s) Weekly Kahoot Speech 2 Outline Rough Draft |
| 7 | 2/19 | Speech 2: Informative | | Speech 2 Practice Speech 2 Performance Speech 2 Outline Speech 2 Peer Evaluations |
| 8 | 2/26 | Persuasive Speaking Motivational Appeal | Ch. 16 | Speech 2 Self-Evaluation Speech 3 Topic Proposal Weekly Kahoot, Practice Speech & Assessment |
| admin | 3/1 | Last day to drop with a W | | |
| 9 | 3/4 | Persuasive Strategies | | Give & Take Speech 3 Audience Survey(s) Weekly Kahoot, Practice Speech & Assessment |
| 10 | 3/11 | Logical Reasoning Fallacies in Reasoning | Ch. 6 | Speech 3 Outline Rough Draft Weekly Kahoot |
| 11 | 3/18 | Speech 3: Persuasive | | Speech 3 Practice Speech 3 Speech Performance Speech 3 Outline Speech 3 Peer Responses |
| final | 3/25 | Final Exam Week | | Final Exam Major Speeches Self-Evaluation |