

Public Speaking

A One-Semester Course

Syllabus for Kate Wood

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Course Description:

This one-semester course includes instruction and practice in the following areas: active listening, using the voice and body effectively, using audio-visual aids competently, making speeches to inform, to persuade, and for special occasions.

Textbooks: Currently none (but it will be provided for you if we have one)

Class Materials Required:

Dark blue or black ink pen, 3 ring-binder, loose-leaf paper

Course Projects/Requirements:

Daily quizzes may be given on any assigned reading. Major test grade will be given for each speech. Homework, workbook exercises, and reading assignments should be expected weekly. Some extra credit projects may be expected.

Course Outline (Tentative):

See attached.

School Grading System: Refer to student handbook.

Class Grading System:

All grades are based on the point system. There are two equal categories- Daily grades (homework, quizzes) and Major Tests (speeches).

School Procedures for Make-up work with excused absences:

Refer to student handbook. It is the student's responsibility to make up any missed work in a reasonable time frame. If a student fails to make up work, he/she forfeits the right to receive a grade for the work.

Classroom Rules

1. Respect yourself, others, and school property.
2. Dress in the correct school uniform.
3. Arrive to class on time and be seated in your assigned seat.
4. Bring your supplies to class.
5. Abstain from sleeping, eating and drinking (with the exception of snack time), chewing gum, and grooming (including braiding hair) in class.
6. Hall passes are necessary to leave the room and will be issued on rare occasions. (Going to lockers or restrooms should be taken care of before or after class.)

Course Outline

Semester

I. Communication Process

II. Speeches

- A. Communication in different settings
- B. Developing the communication process
- C. Understanding and using verbal and nonverbal messages
- D. Using your voice
- E. Listening and Evaluating
- F. Intrapersonal and interpersonal communication
- A. Introductory Speech
 - short autobiographical speech
- B. Informative Speech
 - provide information based on research
- C. Persuasive Speech
 - using research and expert opinions to persuade listeners
- D. Demonstrative Speech
 - used to show how to do something

III. Special Topics

- A. The research process- using online databases effectively
- B. Writing and outlining a topic
- C. The interview process/ create résumé
- D. Understanding famous speeches
- E. Debate
- F. Radio and television