Public Speaking

Communication 001

West Valley College

Speech Packet

Instructor: Dr. John Hannigan
<table>
<thead>
<tr>
<th>(MW) Date</th>
<th>Class Activity</th>
<th>Assignment Due</th>
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</table>
| W - Jan 2 | Orientation  
Listening  Dyad                                                  | Buy books Ch. 7               |
| TH-Jan 3  | **Achievement Speeches**  
Outlining Speeches/  
Organizing patterns / Review Tribute Speech (TS) | Ch. 1 & 4 (NS)  
**Bring Achievement**    |
| F-Jan 4   | **Assign Outside Speaker Evaluation**  
Outlining Continued  
Assign Practice Speech 1 (PS1) See packet Speaker Delivery | Ch 2-3 (NS)               |
| M-Jan 7   | **Practice Speech 1** (PS1)  
Change Speech  
Outline Review in groups                          | Ch 8 (NS)                     |
| T-Jan 8 5 | 5 principles of Communication  
TS Video – All Outlines due                        | Ch 6 (NS)                     |
| W-Jan 9   | **Tribute Speeches (Group A/B)**                                              | Ch 7 (NS)                     |
| TH-Jan 10 | **Tribute Speeches (Group B/C)**                                              | Ch 8 (NS)                     |
| F-Jan 118 | Informative Speaking                                                           | Ch. 9                         |
| M-Jan 14  | **Exam 1- 50 question scantron (Ch. 1-8)**  
PS2 (Evidence 3-Step Method)        |                                |
| T-Jan 15  | **Practice Speech 2**  
All outlines Due                                         |                                |
| W-Jan 16  | **Informative Speeches (IS) Groups (C/B)**                                     |                                |
| TH-Jan 17 | **Informative Speeches (IS) Groups (B/A)**                                     |                                |
| F-Jan 18  | Persuasive Lecture                                                            | Ch 10 (NS)                     |
| M-Jan 21  | Persuasive Lecture  
PS Video  
Draft outline review                          | **Outside classroom Assign. Due** |
| T-Jan 22  | **Persuasive Speeches (PS) Groups (B/C)**                                      |                                |
| W-Jan 23  | **Persuasive Speeches (PS) Groups (C/A)**                                      | Last time to turn in EC       |
| TH -Jan 24| **Final Exam – Written Exam**                                                 | Cumulative Ch.1-10             |

All Final outlines are due the class period before you speak.
Instructor: Dr. John Hannigan
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Office: LA Rm. 3C
E-mail: john.hannigan@westvalley.edu
Office hours: Directly After Class

Textbook: The Natural Speaker, current edition. By Randy Fujishin

Goal: This is a general education course that fulfills the oral communication requirement for the California Articulation Number System. In this course, students develop strategies for designing well-organized, researched, extemporaneous speeches on topics of social significance. The speaking exercises, in-class activities, small group discussions and speeches allow students to develop their critical thinking and oral communication skills while learning to observe and evaluate others. Reading, lectures, and class discussions serve as resources for students as they develop their public speaking abilities and become more at ease when talking to an audience.

Outcome: Gather content, prepare, organize, and deliver a 6-7 minute extemporaneous persuasive speech.
Assessment: Persuasive speech and outline.

Class Norms:
- To respect the learning process and the academy
- Attendance: See school catalog for attendance policy
- Must maintain 90% attendance or you could be dropped.
- Everyone begins with 20 participation points at the beginning of the semester.
- Extra Credit and Participation points are lost at a rate of 5 points for missing a class or being tardy. If you miss class on a day you lose -10 point.
- Loss of points are doubled for missing a Speech Day note there are 10 speech days.
- After you lose your 10 extra credit points, you will then begin to lose participation points (see extra credit section below).
- If you reach 0 Participation points and you continue to be late or absent, you will go negative points in participation.

The assignments in this class are not optional. This is a performance course. If you miss a speech assignment, you may be dropped or receive an F in the class regardless of the amount of points you have. I do not allow for any make-up speeches, make-up exams, late outlines, or any late work. All work must be typed, stapled and turned in on time. On time is directly after I take roll.

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Credit</th>
<th>Points Earned</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Speeches 1, 2, (5 pt each)</td>
<td>10</td>
<td></td>
<td>A= 270+</td>
</tr>
<tr>
<td>Exam 1</td>
<td>40</td>
<td></td>
<td>B=240+</td>
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<tr>
<td>** Tribute Speech / outline (30/10)</td>
<td>40</td>
<td></td>
<td>C=210+</td>
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<tr>
<td>Self-Evaluation 1</td>
<td>10</td>
<td></td>
<td>D=180+</td>
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<tr>
<td>** Informative Speech / outline (40/10)</td>
<td>50</td>
<td></td>
<td>F=&lt;150</td>
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<tr>
<td>Self-Evaluation 2</td>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td>** Persuasive Speech / outline (50/10)</td>
<td>60</td>
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<tr>
<td>Outside class evaluation</td>
<td>20</td>
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<tr>
<td>Impromptu Speech</td>
<td>10</td>
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<tr>
<td>Participation (-5 missing class or late)</td>
<td>20</td>
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<tr>
<td>Exam 2</td>
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<tr>
<td>Extra Credit (-5 missing class or late)</td>
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<tr>
<td>Total</td>
<td>300</td>
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Save all returned material and record each grade on the score sheet above. I make mistakes. 😊 By remaining in class after the first day, you are agreeing to the rules listed above.

Academic Honor Code
This course adheres strictly to the College Catalogue. Cheating, plagiarism, and other types of academic dishonesty as defined by the Catalogue are absolutely forbidden. Violation of the Catalogue will result in appropriate academic and/or administrative sanctions. If you have any questions, or would like to receive a copy of the College Catalogue Academic Honor Code, contact the Office of the Dean of Instruction. There are no second chances. If I catch you cheating, you will receive an F in the course and an Administrative Incident Report will be filed.

Students with Disabilities
West Valley College makes reasonable accommodations for persons with documented disabilities. Students should notify DESP (Disability & Educational Support Program) located in the Learning Services building (408-741-2010) of any special needs. If you need accommodation, please let me know ahead of time. Without prior approval, I will not accommodate a student's request.

Online Grades / E-mail
I make your grades available via the West Valley College's class management website Angel. You can access Angel through WVC's home page. Periodically, I will send you e-mail notification that your grades have been updated. I suggest that you routinely review your grades for accuracy. If you find a mistake, please print out your grade and bring proof of the mistake to class. I answer all e-mail questions within 24 hrs. I only accept e-mailed work that that is sent on time (on or before I take role). E-mail at your own risk. Print all work out and bring it the next class period.

Turnitin.com
All outlines will be turned in with a printout of an originality report from turnitin.com. You will not get credit for the outline without it. Turnitin.com instructions: Create an account if you do not already have one.

- go to www.turnitin.com. Login with email and password.
- click on “enroll in a class” and then type in course ID: 5877849 and the password: speech.
- click on the course you want to submit for (“enter a class”)
- click on “submit” next to the appropriate assignment (“Tribute Speech Revision 1”)
- upload your paper
- Wait 5 minutes or so- you know it is done checking your assignment when there is something under the “contents” section in the “your class portfolio” page. It should be a highlighted green tab with a percentage (what it found in your assignment)- click on that small colored box under Report column
- The originality report will come up – the sections they found to be unoriginal will be highlighted. Press print on the upper right menu.
- Please note the difference between “Text View and Document View.” You will print out the Text View.

Extra Credit Opportunity
Remember, you lose opportunity to earn EC points, as you are late or absent, up to 10 EC points. You can earn up to a maximum of 10 points of extra credit.
Completing a third self-evaluation will allow you to earn 5 points extra credit.
Completing a second outside classroom evaluation will allow you to earn 5 points.
Being chosen as a volunteer will earn you 10 points extra credit. You must fulfill this duty for the duration of the semester.
Course Assignments

All work turned in must be typed and stapled. I do not accept work on cell phones, computers etc. Your work is due on the date defined by the course calendar and will turned in to the hosts. If not a host day, I will call for homework after I take roll.

Participation Assignments: Assignments such as quizzes and draft outlines are examples of assignments that will not help your grade, but will cause to you lose additional participation points off your overall grade if you are unprepared for them.

Achievement Speech: One Minute. Participation Credit, no points
Purposes: Skills development
Share a one-minute story that explains one specific achievement from your life. Bring a physical object that represents your achievement. Begin your talk with an audience question and conclude with an appropriate quotation. Practice your speech 5 times in a standing position. No notes.

Practice Speech 1: One minute: 5 points (No Notes)
Purposes: Skills development
Share a story describing a personal change (I used to ____, but now I ____.). Begin your talk with an attention getter that sets up the scene of your story and conclude with an appropriate quotation. Practice your speech 5 times in a standing position.

Practice Speech 2: One minute: 5 points.
Purposes: Skills development
Share the most fascinating fact you know; support this fact with one piece of documented evidence. Begin with a relevant story, then introduce your evidence using the “evidence 3-Step process” and conclude with a final thought device. Practice your speech 5 times in a standing position. You must use a note card.

Research: For the three main research speeches, you may only use scholarly research that has achieved one level of editing/publishing. This means books, magazines, newspapers etc., are great.

Internet Research: If you want to use the internet to search for scholarly sources, you are limited to the databases found on the West Valley College Library or other subscription based databases (ie ProQuest, CQ Researcher etc.).

Do Not Use Internet web sites. This includes anything with www.com, www.org, www.edu etc. They are great places to get ideas to push you forward in your research. However, these sources are not scholarly and will not be referenced. Once you have your ideas, then you can use online electronic resources such as ProQuest or any other data base in the WVC Library link to find scholarly research. Using such sources may cause you to earn a non-passing grade on the assignment.

APA 5th or 6th ed.
All of your references must be cited in the reference section using the APA 5th style. APA is not taught in the class, however, as adult learners you need to develop this necessary skill on your own. If you simply Google the phrase “APA Citation” you will find several helpful websites to assist your learning.

Final Outline Packet:
Must be turned in the class period prior to when you are scheduled to speak to earn ANY outline points. If the outline is late, it must still be turned in before you speak and it must meet all outline requirements.

An outline packet includes: Outline, Turnitin.com Originality Report and Self-Critique Checklist
IF YOU DO NOT HAVE A FINAL OUTLINE PACKET BY THE DAY OF YOUR SPEECH, YOU WILL NOT SPEAK, AND YOU WILL ALSO FAIL THE ASSIGNMENT. IF THIS HAPPENS, YOU WILL MOST LIKELY NEED TO DROP THE COURSE OR RECEIVE AN F IN THE COURSE.

How to Practice:
You should practice your speech until you can give it 5 times without the speech “breaking.” Breaking means that you cannot keep the speech flowing while looking at your notes. If you get lost and the notes no longer help, your speech is broken. Fix the note cards (the map) and then start over so that you can give the speech 5 times without breaking.

Tribute Speech: 4 minutes: 40 points (30 speech / 10 outline).
Purpose: To develop organization skill through outlining and minimum delivery skill
Requirements: To Prepare, practice and present a 4-minute extemporaneous speech paying tribute to an individual of social significance and intellectually stimulating.
• Each of your three main points in the body will develop a personality characteristic, attribute, achievement, or social significance of this individual. Material is to be intellectually challenging. Include brief anecdotes to illustrate your points.
• An outline (See outline requirements contained in check list).
• To be able to speak on speech day, you must turn in an outline meeting ALL requirements.
• One quote or statistic must be in the Body. See APA reference requirements in packet.
• Turnitin.com originality report. (You must have this to earn outline points. See above for details).
• Research – See above.
• You may use only one note card.
• Introduction must be memorized.
• Dress up for this speech (As you would for a professional interview).
• Bring a Flash Memory stick to record your speech.
• Time yourself when you practice. You need to be within 15 seconds above or below 4 minutes.

Self Evaluations 1 & 2: 500-800 words: 10 points.
Purpose: To develop critical thinking skills
Requirements: After reviewing your tape three times (once fast forward, once without sound and once on normal play), type a one page, single spaced evaluation of your speech discussing the strengths and weaknesses of the following four items: Research Process, Organization, Delivery and Audience Response. Devote one paragraph to each of these four areas of evaluation and label each section. Refer to the example in your speech packet. Mention specific ways you will improve your weaknesses. Your evaluation is due the next class period after you have given your speech. Ensure that you turn in the peer evaluations with your self-evaluation.

Informative Speech: 5 minutes 50 Points (40 speech / 10 outline).
Purpose: Improving upon Tributes Speech skills, critically evaluate acceptable sources, use of visual aid.
Requirements: Research, prepare, practice and present a 5-minute extemporaneous informative speech on something you are, something you’ve learned, or something you’ve experienced. Avoid topics that are common knowledge. Your Topic must be of social significances and intellectually stimulating.
• Outline (See outline requirements identified in check list).
• To be able to speak on speech day, you must turn in an outline meeting ALL requirements.
• Research (See requirements above)
• Use an acrostic, acronym or alliteration as your main point structure.
• Reference: Must have a minimum of 3 unique quotes or statistics to earn a “C” grade. Remember APA format. Unique means that you have only one quote per source in the reference section.
• Distribute one quote in each of the three main points. Deliver this information using 3-step method.
• You may have four note cards (number them). Notes should be hand written only one side of the card.
• Introduction must be memorized.
• **Visual aid:** One digital chart, graph, picture or object. Do not forget about it and then bring it up in the conclusion. Remember, a visual is like a sub-point, not simply a picture.

• Answer at least one audience question after your speech.

• **Dress up**, and bring a Flash Memory Stick to record your speech.

**Persuasive Speech:** 6 minutes 60 points (50 speech / 10 outline).

**Purpose:** Building upon previous speeches while apply persuasive needs theory and persuasive proofs to persuade the audience to a call to action.

**Requirements:** Research, prepare, practice and present a 6-minute extemporaneous persuasive speech. Persuade your audience to move towards your idea or belief. The topic will be of social significance and intellectually significant to your audience.

• **Outline** (See outline requirements identified in check list).

• **To be able to speak on speech day, you must turn in an outline meeting ALL requirements.**

• **Research** (See requirements above).

• Proposition: To persuade the audience to do...

• Each main point is a different reason “Why” we should agree or follow your proposition. (The first reason why is..., the second reason why is..., the third reason why is...) I suggest you type it in your outline this way, and practice the numbered transitions.

• Each main point must **logically** support the proposition and each sub-point support each main point.

• **Reference:** Must have a minimum of 5 unique quotes or statistics (sources) to earn a “C” grade. Remember APA 5th or 6th format. Your 5 sources must be in the **reference** section of your outline.

• **Deliver the 5 sources in the body of the speech using the 3-step method.**

• There must be at least one sound **opposing** argument, which you must deliver and counter. Both the opposing argument and rebuttal argument must have unique citation support.

• One-30 second emotional appeal is required **in the third main point.**

• Have at least one visual Aid. If it works, use an Acrostic, Alliteration etc. as well.

• **Dress up**, and bring a Flash Memory Stick to record your speech.

**Outside the Classroom Extemporaneous Speech Evaluation: 20 points.**

**Purpose:** To experience and critically evaluate “real” speakers against techniques taught in this class

**Requirements:**

After reviewing a **formal speech outside of a classroom environment**, type a one page, single-spaced evaluation of the speech discussing the strengths and weaknesses of the content, organization, delivery and audience response. You must attach some objective proof that you attended the speech. Devote one paragraph to each of these four areas of evaluation and label each section (see speech packet for example). **Things that work:** Guest speakers to the university, political rallies, toastmasters, religious functions where someone is giving an extemporaneous speech. **Things that don't work:** another class lecture, advertisement/promotion, a work event or any seminar presentations. This paper is due NLT the class period **before** the final exam. I will not accept late work.

**Exams** are based on the concepts found using the following study guide. Exams are based on The Natural Speaker and lectures.

• **Midterm** (40 points) is a scantron style (use 50 question size) and will cover chapters 1-9 of the text.

• **Final** (30 points) the exam is a mix of short and long essay questions and is comprehensive of the entire semester lectures and chapters 1-10. No Blue book necessary.

Study Guide – Next Page
If you memorize the concepts defined below, you should do very well on the exams. I will also include items from my lecture. I strongly recommend using flash cards to organize and study this material.

**Ch. 1: Communication with Others**
- Define communication
- Explain the five principles of communication
- Explain what it means that Attitude is more important than Aptitude
- Explain the 7 components of communication with examples (Possible Essay Question)

**Ch. 2: Giving Yourself Permission**
- Explain why you need to give yourself permission
- Explain the differences between the three ways we stress out
- Explain how public speaking is different from conversation
- What does it mean for the butterflies to fly in formation?
- Explain with examples 5 of the 10 encouraging words about stage fright (Possible Essay Question)

**Ch. 3: The Basics of Public Speaking**
- Define public speaking
- List the three purposes of public speaking
- Define and explain the four speaking methods (possible essay)
- Give an example for Chronological, Topical, Spatial and Problem / Solution main point orders
- List the three principles of Public Speaking
- Discuss the speaker’s delivery – body, face, eyes and voice
- Explain with examples the Five Steps of Impromptu Speaking (Possible Essay Question) Not for Midterm

**Ch. 4: Organizing Your Speech**
- List the three parts of a speech
- List the four suggestions for selecting speech material for the body
- Explain the importance of “numbered transitions” in the body
- Give an example for each type of attention getter
- Give an example for each type of final thought device
- Construct a full-sentence speech outline using the 8 outlining rules (Possible Essay Question)

**Ch. 5: Selecting Your Topic**
- Define and explain the importance of brainstorming for public speaking
- List the two functions of the specific purpose
- Explain with examples the key components of an Audience Analysis. Discuss the importance and effective use of audience analysis (Possible Essay Question)

**Ch. 6: Gather Your Material**
- Construct a definition, example, explanation, and comparison
- Define statistics
- Explain the evidence 3-step process (not for mid-term)
- Discuss the three primary sources of speech information

**Ch. 7: Listening To Others**
- What is the listening process?
- What are the Bridges to listening?
- Explain the benefits to listening (Possible Essay Question)

**Ch. 8: Delivering Your Speech**
- Define speaker delivery
- List and explain 4 of the 9 suggestions for listening to others speak
- What are the 3 Characteristics of Good Delivery?
- What are the 4 of the 6 Elements of Good Delivery?
- Of the 11 Speech Practice guidelines, explain 4 of them and why you would recommend them. (Possible Essay Question)
Ch. 9:  Informing Your Audience
Discuss the use of relevant, new, and startling information to stimulate the audience
Discuss the use of repetition, association, acrostic, and handouts in audience retention
Explain the importance of guiding language
Explain, with examples, the 3 goals of informative speaking. (Possible Essay Question)

Ch. 10:  Persuading Your Audience
Define persuasion
List the three purposes for persuasion
Give an example of inductive and deduction reasoning
List the eight suggestions for effective evidences use
Define reasoning (see Logos)
List the three “other types” of reasoning
Explain Aristotle’s 3 persuasive proofs
Explain in detail and List Maslow’s five hierarchies of needs (Possible Essay Question)
Explain in detail with examples Monroe’s Motivated Sequence (Possible Essay Question)