

## **COMM 100: Public Speaking**

Fall 2015

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George Mason University

### **TEXTBOOK:**

Valanzano, J. M., III, Braden, S. W., Broeckelman-Post, M. A., & Schmeidler, L. E. (2015). *The Speaker's Primer Customized for George Mason University*, 2015-2016 Edition. Southlake, TX: Fountainhead.

### **COURSE DESCRIPTION AND LEARNING OUTCOMES:**

This course focuses on the principles underlying effective oral presentations and the development of effective presentations in public and professional settings. We place an emphasis on analyzing audiences; composing meaningful, coherent messages; conducting responsible research; developing effective arguments; and improving delivery skills to strengthen confidence and credibility.

It is important that you learn to develop your communication skills and that you learn how to present your findings to others. *This is both a theory and a skills course, and our primary goal is for you to gain competence in public speaking.* In order to achieve our goal, we will engage in various activities, assignments, etc. By the end of this course, you will be able to:

1. Understand the communication process and the ways that culture and diverse experiences impact the sharing of meaning.
2. Analyze the audience and situation and adapt your speech to the specific cultural and social context in which it will be delivered.
3. Conduct research and evaluate the quality of support materials and their appropriateness for use in a particular context.
4. Prepare full sentence preparation outlines that include appropriate organization, well-supported claims, reasoned arguments, and sensitivity to the rhetorical situation.
5. Perform a series of speeches using effective delivery techniques, presentation aids (including PowerPoint), and ethical communication practices.
6. Explain complex ideas to non-expert audiences and advocate for significant causes using appropriate deductive and inductive reasoning.
7. Practice effective listening in order to evaluate the public communication of others and provide constructive feedback through a series of peer workshops, peer evaluations, self-evaluations, and course evaluations.

## COURSE REQUIREMENTS:

Details about all assignments are included in this textbook.

Assignment	Points Earned	Points Possible	Assignment	Points Earned	Points Possible
<b>Introductory Speech (total)</b>		<b>4.5%</b>			
Introductory Speech		25	<b>Informative Speech (total)</b>		<b>20%</b>
Introductory Speech Responses (4)		20	Annotated Bibliography		50
			Informative Outline Draft		5
<b>Commemorative Speech</b>		<b>8.5%</b>	Informative Final Outline & PPT		25
Commemorative Speech Draft		5	Informative Speech		100
Commemorative Speech Manuscript		10	Informative Self-Evaluation		10
Commemorative Speech		50	Informative Peer Evaluations (2)		10
Self-Evaluation		10			
Peer Evaluations (2)		10	<b>Persuasive Speech (total)</b>		<b>17.5%</b>
			Persuasive Outline Draft		5
<b>Cultural Artifact Speech (total)</b>		<b>12%</b>	Persuasive Final Outline		25
Cultural Artifact Outline Draft		5	Persuasive Speech		125
Cultural Artifact Final Outline		20	Persuasive Self-Evaluation		10
Cultural Artifact Speech		75	Persuasive Peer Evaluations (2)		10
Cultural Artifact Self-Evaluation		10			
CA Peer Evaluations (2)		10	<b>Content Assessment</b>		<b>24.5%</b>
			Online Learning Modules (21)		105
<b>Participation</b>		<b>13%</b>	Comprehensive Exam		100
Peer Speech Workshops (4-8)		40	Pre-Survey		20
In-Class Speaking Activities (6-12)		60	Post-Survey		20
Research Participation (2)		30			
<b>TOTAL: _____/1000</b>					

## Monday/Wednesday/Friday Tentative Schedule

Week	Day	Topic	Reading Due	Assignment Due Submit Online Before Class
1		Introduction to the Course Overview of all Assignments	Ch. 1 Syllabus	
		Speaking in and to Different Disciplines Understanding Public Communication	Ch. 2 & 3	Introductory Speech Video OLM 1-3
		Speech Anxiety	Ch. 4	OLM 4
2		<b>NO CLASS- LABOR DAY</b>		
		Commemorative Speeches Commemorative Speech Assignment	Ch. 5 Commemorative Speech Assignment	OLM 5
		Language	Ch. 6	Introductory Speech Responses OLM 6
3		Audience Analysis	Ch. 7	OLM 7 Commemorative Speech Draft Course pre-survey
		Context & the Speech Situation	Ch. 8	OLM 8
		Delivery Practice <b>Commemorative Speech Workshop</b>	Ch. 9 & 10	OLM 9 & 10
4		<b>COMMEMORATIVE SPEECHES</b>		Commemorative Speech Manuscript
		<b>COMMEMORATIVE SPEECHES</b> , cont. if needed Cultural Artifact Speech Assignment	Cultural Artifact Speech Assignment	
		Topic Selection	Ch. 11	OLM 11
5		Outlining Introductions, Conclusions, & Connective Statements	Ch. 12 & 13	Commemorative Self-Eval & Video OLM 12 & 13
		Outlining, cont.		
		Culture & Diversity	Ch. 14	OLM 14
6		Culture & Diversity, cont. <b>CA Outline Workshop</b>		Draft CA Outline
		<b>CA Performance Workshop</b>		
		<b>CULTURAL ARTIFACT SPEECHES</b>		Final CA Outline
7		<b>CLASS MEETS ON TUESDAY FOR COLUMBUS DAY</b>		
		<b>CULTURAL ARTIFACT SPEECHES</b>		
		<b>CULTURAL ARTIFACT SPEECHES</b>		
8		Informative Speeches	Annotated Bibliography Assignment Informative Speech Assignment Ch. 15	CA self-eval & video OLM 15
		Informative Speeches, cont.		
		Research & Preparation	Ch. 16	OLM 16
9		Speaking & Ethics Supporting Materials	Ch. 17 & 18	OLM 17 & 18
		Presentation Aids	Ch. 19	OLM 19 Draft Informative Outline
		<b>Informative Outline Workshop</b>		

10	<b>Informative Performance Workshop</b>		Annotated Bibliography
	<b>INFORMATIVE SPEECHES</b>		Final Informative Outline & PPT
	<b>INFORMATIVE SPEECHES</b>		
11	<b>INFORMATIVE SPEECHES</b>		
	<b>INFORMATIVE SPEECHES</b>		
	Persuasive Speeches	Persuasive Speech Assignment Ch. 20	Informative self-eval & video OLM 20
12	Persuasive Speeches, cont.		
	Reasoning	Ch. 21	OLM 21
	Reasoning, cont.		Draft Persuasive Outline
13	<b>Persuasive Outline Workshop</b>		
	<b>NO CLASS- THANKSGIVING</b>		
	<b>NO CLASS- THANKSGIVING</b>		
14	<b>Persuasive Performance Workshop</b>		
	<b>PERSUASIVE SPEECHES</b>		
	<b>PERSUASIVE SPEECHES</b>		
15	<b>PERSUASIVE SPEECHES</b>		
	<b>PERSUASIVE SPEECHES</b>		
	<b>PERSUASIVE SPEECHES</b> Teaching evaluations & end of semester wrap-up		Course post-survey Persuasive self-eval & video
<b>FINAL EXAM:</b>			

## Monday/Wednesday Tentative Schedule

Week	Day	Topic	Reading Due	Assignment Due Submit Online Before Class
1		Introduction to the Course Overview of all Assignments	Ch. 1 Syllabus	
		Speaking in and to Different Disciplines Understanding Public Communication	Ch 2 & 3	Introductory Speech Video OLM 1-3
2		<b>NO CLASS- LABOR DAY</b>		
		Speech Anxiety Commemorative Speeches Commemorative Speech Assignment	Ch 4-5 Commemorative Speech Assignment	OLM 4 & 5
3		Language	Ch. 6	Introductory Speech Responses OLM 6
		Audience Analysis Context & the Speech Situation	Ch. 7 & 8	Commemorative Speech Draft Course pre-survey OLM 7 & 8
4		Delivery Practice <b>Commemorative Speech Workshop</b>	Ch. 9 & 10	OLM 9 & 10
		<b>COMMEMORATIVE SPEECHES</b>		Commemorative Speech Manuscript
5		Cultural Artifact Speech Assignment Topic Selection	Cultural Artifact Speech Assignment Ch. 11	OLM 11
		Outlining Introductions, Conclusions, & Connective Statements	Ch. 12 & 13	Commemorative Self-Eval & Video OLM 12 & 13
6		Culture & Diversity <b>CA Outline Workshop</b>	Ch. 14	Draft CA Outline OLM 14
		Culture & Diversity, cont. <b>CA Performance Workshop</b>		
7		<b>CLASS MEETS ON TUESDAY FOR COLUMBUS DAY CULTURAL ARTIFACT SPEECHES</b>		Final CA Outline
		<b>CULTURAL ARTIFACT SPEECHES</b>		
8		<b>CULTURAL ARTIFACT SPEECHES</b> , if needed Informative Speeches Informative Speech Assignment	Ch. 15 Annotated Bibliography Assignment Informative Speech Assignment	OLM 15
		Research & Preparation	Ch. 16	CA self-eval & video OLM 16
9		Speaking & Ethics Supporting Materials <b>Informative Outline Workshop</b>	Ch. 17 & 18	Draft Informative Outline OLM 17 & 18
		Presentation Aids <b>Informative Performance Workshop</b>	Ch. 19	Annotated Bibliography OLM 19
10		<b>INFORMATIVE SPEECHES</b>		Final Informative Outline & PPT
		<b>INFORMATIVE SPEECHES</b>		
11		<b>INFORMATIVE SPEECHES</b>		
		Persuasive Speech Assignment	Persuasive Speech Assignment Ch. 20	Informative self-eval & video OLM 20

12	Persuasive Speaking		
	Inductive & Deductive Reasoning <b>Persuasive Outline Workshop</b>	Ch. 21	Draft Persuasive Outline OLM 21
13	Fallacies <b>Persuasive Performance Workshop</b>		
	<b>NO CLASS- THANKSGIVING</b>		
14	<b>PERSUASIVE SPEECHES</b>		Final Persuasive Outline & Ppt
	<b>PERSUASIVE SPEECHES</b>		
15	<b>PERSUASIVE SPEECHES</b>		
	<b>PERSUASIVE SPEECHES</b> Teaching evaluations & end of semester wrap-up		Course post-survey Persuasive self-eval & video
<b>FINAL EXAM:</b>			

## Tuesday/Thursday Tentative Schedule

Week	Day	Topic	Reading Due	Assignment Due Submit Online Before Class
1		Introduction to the Course Overview of all Assignments	Ch. 1 Syllabus	
		Speaking in and to Different Disciplines Understanding Public Communication	Ch 2 & 3	Introductory Speech Video OLM 1-3
2		Speech Anxiety Commemorative Speeches Commemorative Speech Assignment	Ch 4-5 Commemorative Speech Assignment	OLM 4 & 5
		Language	Ch. 6	Introductory Speech Responses OLM 6
3		Audience Analysis Context & the Speech Situation	Ch. 7 & 8	Commemorative Speech Draft Course pre-survey OLM 7 & 8
		Delivery Practice <b>Commemorative Speech Workshop</b>	Ch. 9 & 10	OLM 9 & 10
4		<b>COMMEMORATIVE SPEECHES</b>		Commemorative Speech Manuscript
		Cultural Artifact Speech Assignment Topic Selection	Cultural Artifact Speech Assignment Ch. 11	OLM 11
5		Outlining Introductions, Conclusions, & Connective Statements	Ch. 12 & 13	Commemorative Self-Eval & Video OLM 12 & 13
		Culture & Diversity <b>CA Outline Workshop</b>	Ch. 14	Draft CA Outline OLM 14
6		Culture & Diversity, cont. <b>CA Performance Workshop</b>		
		<b>CULTURAL ARTIFACT SPEECHES</b>		Final CA Outline
7		<b>NO CLASS- MONDAY CLASSES MEET TODAY FOR COLUMBUS DAY</b>		
		<b>CULTURAL ARTIFACT SPEECHES</b>		
8		<b>CULTURAL ARTIFACT SPEECHES</b> , if needed Informative Speeches Informative Speech Assignment	Ch. 15 Annotated Bibliography Assignment Informative Speech Assignment	OLM 15
		Research & Preparation	Ch. 16	CA self-eval & video OLM 16
9		Speaking & Ethics Supporting Materials <b>Informative Outline Workshop</b>	Ch. 17 & 18	Draft Informative Outline OLM 17 & 18
		Presentation Aids <b>Informative Performance Workshop</b>	Ch. 19	Annotated Bibliography OLM 19
10		<b>INFORMATIVE SPEECHES</b>		Final Informative Outline & Ppt
		<b>INFORMATIVE SPEECHES</b>		
11		<b>INFORMATIVE SPEECHES</b>		
		Persuasive Speech Assignment	Persuasive Speech Assignment Ch. 20	Informative self-eval & video OLM 20

12	Persuasive Speaking		
	Inductive & Deductive Reasoning <b>Persuasive Outline Workshop</b>	Ch. 21	Draft Persuasive Outline OLM 21
13	Fallacies <b>Persuasive Performance Workshop</b>		
	<b>NO CLASS- THANKSGIVING</b>		
14	<b>PERSUASIVE SPEECHES</b>		Final Persuasive Outline & Ppt
	<b>PERSUASIVE SPEECHES</b>		
15	<b>PERSUASIVE SPEECHES</b>		
	<b>PERSUASIVE SPEECHES</b> Teaching evaluations & end of semester wrap-up		Course post-survey Persuasive self-eval & video
<b>FINAL EXAM:</b>			



**Once a Week Tentative Schedule (adjust based on holiday)**

Week	Day	Topic	Reading Due	Assignment Due Submit Online Before Class
1		Introduction to the Course Overview of all Assignments Speaking in and to Different Disciplines Understanding Public Communication	Syllabus Ch. 1-3	Introductory Speech Video OLM 1-3
2		Speech Anxiety Commemorative Speeches Language Commemorative Speech Assignment	Ch. 4-6 Commemorative Speech Assignment	OLM 4-6 Introductory Speech Responses
3		Audience Analysis Context & the Speech Situation Delivery Practice <b>Commemorative Speech Workshop</b>	Ch. 7-10	Commemorative Speech Draft Course pre-survey OLM 7-10
4		<b>COMMEMORATIVE SPEECHES</b> Cultural Artifact Speech	Cultural Artifact Speech Assignment	Commemorative Speech Manuscript
5		Topic Selection Outlining Introductions, Conclusions, & Connective Statements	Ch. 11-13	OLM 11-13 Commemorative Self-Eval & Video
6		Culture & Diversity <b>CA Speech Workshop</b>	Ch. 14	Draft CA Outline OLM 14
7		<b>CULTURAL ARTIFACT SPEECHES</b>		Final CA Outline
8		Informative Speeches Research & Preparation Speaking & Ethics Supporting Materials	Informative Speech Assignment Ch. 15-18	OLM 15-18
9		Presentation Aids <b>Informative Speech Workshop</b>	Ch. 19	Draft Informative Outline Annotated Bibliography OLM 19
10		<b>INFORMATIVE SPEECHES</b>		Final Informative Outline & PPT
11		Persuasive Speech Assignment Persuasive Speaking	Persuasive Speech Assignment Ch. 20	Informative self-eval & video OLM 20
12		Reasoning <b>Persuasive Outline Workshop</b>	Ch. 21	Draft Persuasive Outline OLM 21
13		<b>Persuasive Performance Workshop</b> <b>PERSUASIVE SPEECHES</b>		Final Persuasive Outline & PPT
14		<b>PERSUASIVE SPEECHES</b>		Persuasive self-eval & video Course post-survey
15		<b>ADJUST FOR HOLIDAY</b>		
<b>FINAL EXAM:</b>				