

ORAL COMMUNICATION

Comm 122 Summer 2018 Section 8955 MTWTH 12:30 pm – 3:20 pm Rm 269

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(Note: If you send me an e-mail, be sure to include the following subject line to avoid having your e-mail deleted or sent to the spam folder:

Comm 122, Your name, Your section number)

It is education that makes us fit company for ourselves and tolerable to others.

The goal of this course is to enhance students understanding of oral communication and facilitate the preparation of effective public speeches.

TEXTBOOKS:

REQUIRED:

Stefani, L.A. (2014). Making your point: A workbook for effective public speaking (4th Ed).

Ready or Not Press, WY. Available at <http://www.ReadyorNotPress.com>

Downloadable E-Book

OPTIONAL:

O'Hair, D. Stewart, R., Rubenstein, H., (2008). A speaker's guidebook: Text and Reference (3rd Ed.) Boston, MA: Bedford/St Martin's.

Assignments:

WEEK ONE

M Jul 9: Class Introduction/Syllabus/ Attendance

Lecture: Audience Analysis.

Readings:

Readings from Required Text:

Chapter 1 – Speech Foundations

Chapter 2 – The Speech Making Process

Readings from Optional Text

Chapter 1 -- Becoming a Public Speaker

Chapter 2 -- Preparing Your First Speech

Chapter 3 -- Listeners and Speakers

Chapter 4 -- Ethical Public Speaking.

Chapter 5 -- Managing Speech Anxiety
Chapter 6 -- Analyzing the Audience
Chapter 7 -- Selecting a Topic and Purpose

T Jul 10: Audience Analysis Participation
Lecture: Informative Topics
Lecture: Supporting Materials

Readings From Required Text:

Chapter 4 – Supporting Evidence
Chapter 5 –The Informative Outline and Speech (Sections on Selecting a Topic and Sample Informative Topics)
Chapter 2 – The Speech Making Process (Review section on Documenting Sources and the Information Quality Check List)

Readings from Optional Text

Chapter 8 -- Developing Supporting Materials
Chapter 9 -- Locating Supporting Materials
Chapter 10 -- Using the Internet

Start Introductory Speeches

W Jul 11: Lecture: Finish Supporting Evidence
Start Informative Outline and Speech Assignment
Finish Introductory Speeches and Audience Analysis

Th Jul 12: Lecture: Informative Outline and Speech Assignment

Readings from Required Text

Chapter 5 – The Informative Outline and Speech
Appendix A
Appendix C

Readings from Optional Text:

Chapter 11 -- Main Points, Supporting Points & Transitions
Chapter 12 -- Type of Organizational Arrangements
Chapter 13 -- Types of Outline Formats
Chapter 14 -- Developing the Introduction
Chapter 15 -- Developing the Conclusion
Chapter 23 -- The Informative Speech

Speaking Order

WEEK TWO

M Jul 16: Lecture: Language

Lecture: Listening

Lecture: Presentation Aids

Lecture: Note cards, practice and delivery

Readings from Required Text:

Chapter 2 – The Speech Making Process (Review section on Effective Visual

Aids) (Review section on Note cards, Practice and Delivery)

Appendix C

Chapter 3 – Listening, Critical Analysis, and Language Use

Readings from Optional Text

Chapter 16 -- Language

Chapter 17 -- Methods of Delivery

Chapter 18 -- The Voice in Delivery

Chapter 19 -- The Body in Delivery

Chapter 20 -- Using Presentation Aids in the Speech

Chapter 21 -- Designing Presentation Aids

Chapter 22 -- Using Presentation Software

T Jul 17: **Exam 1 (Chapters 1 – 5 and 8 in required text.** (Chapters 1 - 15, and 23 in optional Text)

Lecture: Handling the Question and Answer Session

Reading From Required Text:

Chapter 8 – Handling the Question and Answer Session

Impromptu Speeches

W Jul 18: Lecture: Persuasive Speech Assignment

Readings from Required Text:

Chapter 6 – The Persuasive Outline and Speech

Appendix B

Appendix C

Readings from Optional Text:

Chapter 24 -- The Persuasive Speech

Chapter 25 -- Developing Arguments for the Persuasive Speech

Chapter 26 -- Organizing the Persuasive Speech

Th Jul 19: Informative Speeches

WEEK THREE

M Jul 23 Informative Speeches

T Jul 24 Informative Speeches

W Jul 25 Informative Speeches

Th Jul 26 Persuasive Speeches

WEEK FOUR

M Jul 30 Persuasive Speeches

T Jul 31: Persuasive Speeches

W Aug 1: Persuasive Speeches

Th Aug 2: Final exam – Chapters 6 – 8 and Appendix B and C in Required Text (Chapters 14 - 22, & 24 – 26 in Optional Text.)

Grading

Midterm Exam	15%
Final Exam	15%
Outline 1 (Informative)	15%
Outline 2 (Persuasive)	15%
Informative Speech	20%
Persuasive Speech	20%

Attendance

Mandatory. I will take roll every day. Excused absences require a Dr. note or work note on Letterhead.

Late Work

Not accepted.

Accommodations for students with disabilities:

Student with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Services and Programs (DSP&S) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students

may contact DSP&S in person in room 11D or by phone at 619-644-7112 (voice) or (619(644-7119) (TTY for deaf).

Supervised Tutoring Referral

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

IDS 198, Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall English 198W, Supervised Tutoring for assistance in the English Writing Center (Room 70-119): and or IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the tutoring center (Room 70-229, 644-7387).

Academic Integrity Statement Approved by the Senate in 2009:

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one's own) and plagiarism (presenting another writer's ideas, materials, images or words as one's own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, pr project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

Subject Learning Objectives

At the end of the semester, students completing Comm 122 with a grade of C or better will be able to:

1. Select a topic for a speech applying the principles of audience analysis. Assessment worksheet.
2. Construct informative and persuasive speeches using effective research and appropriate organizational patterns. Assessment outlines and speeches.
3. Exhibit active listening in order to critically evaluate content and delivery of a message. Assessment, response papers and critiques.
4. Demonstrate effective use of voice and body in delivering a speech. Assessment, Speeches.
5. Practice various methods of managing communication apprehension. Assessment, Student Survey.