Public Speaking
Instructor: Mr. Thompson

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Course Objectives

This course is designed to enhance your understanding of public speaking and to refine your presentational skills. This course will:

• Engage you in a variety of speech formats (storytelling, informative, persuasive, impromptu, interviews, epideictic, etc.)
• Develop your ability to communicate your ideas orally.
• Prepare you for public speaking in post secondary education environments.
• Expose you to some of the great speeches of the 20th Century.

Policies & Procedures

1. Attendance: Attendance and punctuality are essential to assuring your success in this class. Much of the credit for this course occurs in class. Unexcused absences will result in a loss of points from missed assignments.

   All excused absences for vacations, appointments, and school related events (excluding unexpected illness, etc.) should be planned a week in advance.

2. Due Dates: All written assignments must be turned in at the time they are due. Late work is lost work. Speeches cannot be made up for full credit after the fact! If you know you will be unable to attend class on a day that you are scheduled to present, you should make arrangements to exchange dates with another student in advance. It is your responsibility to notify the instructor in advance.

3. Delivery: Your speeches should be delivered extemporaneously -- that is, you are not allowed to READ your speech from notes or a manuscript; you should strive to be as independent of notes as possible. You need to practice the delivery of your speech beforehand. Reading the speech, except for the epideictic assignment, is not an acceptable level of performance.

4. Outlines, Diagrams, Transcripts: For some of your speeches you are required to turn in an outline of your speech, transcript and/or a diagram of your argument. The written requirements vary for each assignment. All outlines, transcripts and diagrams need to be typewritten.

5. Time Limits: Your speeches have specified time limits and you are expected to adhere to these limits. Points will be deducted if speeches do not make the minimum time limit or exceed the maximum. Not meeting the parameters of a time limit is evidence that a speech has not been practiced enough.

6. Plagiarism and Source Citation: Your speeches are to be the product of your own creation. The failure to properly cite the sources used in the development of your speech is known as plagiarism.

   PLEASE NOTE: THE FAILURE TO ACKNOWLEDGE YOUR SOURCES CAN RESULT IN YOUR IMMEDIATE FAILURE OF THIS COURSE.

7. Partner Evaluations: Peer evaluation is a central part of your grade. You improve by getting more feedback. You will be expected to evaluate a partner for every speech. To do so, you must attend when your partner is presenting or you forfeit these points.

8. Participation: Your participation grade is determined by the verbal feedback you give your classmates after a speech and your engagement in additional classroom activities. Attendance is key to securing these points.

9. Extra Credit: There is no planned extra credit offered in this course.
**Evaluation Process**

The work in this course can be divided into three categories.

The first, formal speeches, counts for 50% of the final grade. Included in the formal speech category are the seven major presentations and their outlines.

Next, written work comprises 30% of the final grade. This category includes written assignments about communication theory, nonverbal communication, rhetoric, and persuasion.

Finally, speech activities fill in the remaining 20% of the grade. These include impromptu speeches and a number of small-scale speaking opportunities. It is important to give one's best effort in these informal speeches and use them to prepare for the more substantial presentations.

**Note on late work:**

Except in the case of excused absences or—very rarely—emergency situations, work will only be graded for full credit if it is turned in or presented on the due date. Late work can earn a maximum of 70%. While a 70% may not be an ideal grade, it is far better to earn 70 percentage points than none.

Students unprepared to give a speech on the appointed day have one option: swapping places with a willing classmate. Nobody is under any obligation to trade places with another student. Even if you are absent the day before a speech, you should be prepared to give that speech on your return, as all speeches will be preceded by at least a week of preparation and notice.

If students have planned absences, such as vacations, field trips, and appointments, they should approach me for work and activities at the soonest possible time. It is usually better to work ahead than catch up.

**Tentative Course Overview**

**Major Assignments:**
- Speech: Introduce a Classmate, including outline
- Speech: Pet Peeve, including outline
- Speech: Demonstration, including outline
- Speech: Radio Drama, including script (completed in groups)
- Speech: Job Interview
- Speech: Special Occasion (includes manuscript)
- Speech: Persuasive Research, including outline

**Materials Needed Daily in Class**
- Speech Folder (There are many additional handouts given)
- Notebook (for taking notes on famous speakers / speech tips)
- A black pen, blue pen, or pencil
Classroom Expectations

Without an organized classroom, little learning takes place. In addition, all members need to be respected and encouraged to express their ideas. The following expectations exist to ensure such an environment is possible.

1. Students are expected to arrive on time to class every day. On time means being in your seat with all your required materials.

2. If students are late (with a pass) and another student is presenting, they should remain in the hallway until the presenter is finished.

3. Only one student will be excused with a pass at a time. This is only permissible once the class is engaged in independent work time. Please respect your peers and return promptly.

4. Students are permitted water bottles with covers. Other food or drink is treated as a privilege.

5. Electronic Devices should be turned off before entering class.

6. Students will respect one another especially when their peers have the floor. No snickering, mocking, or general disrespect will be tolerated when students are speaking. I demand complete respect for your peers.

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I, _____________________, have read Mr. Thompson’s grading policy and have shared the information with my parents/guardians.

__________________________  __________________________
Student signature          Parent/Guardian signature