

Basic Course Information

Semester	Spring 2018	Instructor Name	Sabrina Worsham
Course Title & #	COMM 100 (Oral Comm.)	Class Dates	3/5/18-6/5/18
CRN #	21273	Class Days/Times	Monday 16:30-19:40
Room	CSP: D yard Room 161		3/5-6/5
Units	3 unit course	Class Days/Times	Thursday 08:30-11:40
			5/17/18-6/5/18

Course Description

“Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (C-ID COMM 110) (CSU,UC),” IVC

Student Learning Outcomes

Upon completion of this course, you will be able to:

1. Use the three-part deductive pattern of organization and apply the extemporaneous style of delivery when presenting the required informative speech of 4-6 minutes. (ILO1, ILO2, ILO3, ILO4, ILO5)
2. Deliver an organized informative speech to class audience members. The speech must adhere to specific time restrictions and requirements, as assigned by the instructor. (ILO1,ILO2,ILO3,ILO4,ILO5)
3. Prepare and present a visual aid that illustrates a specific point. (ILO1,ILO3,ILO4)
4. Use statistics, quotations, definitions and detailed illustrations as supporting materials. (ILO1, ILO2, ILO3, ILO4, ILO5)
5. Identify the components of the nonverbal delivery process which includes: eye contact, rate/pause, appearance. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Objectives

1. Define, explain and apply the principles of oral communication
2. Incorporate and demonstrate ethical practices in all phases of speech preparation
3. Acquire, organize, interpret and utilize research materials
4. Analyze and adapt a speech topic to a variety of diverse audiences
5. Develop a clear, cohesive thesis and create a concise speech outline
6. Compose, organize and present to a live audience relevant speeches to introduce, inform and persuade
7. Demonstrate the characteristics of effective delivery
8. Support speech context through utilizing effective visual aids
9. Analyze and evaluate live or recorded speeches
10. Demonstrate active listening skills
11. Recognize the elements of and demonstrate effective techniques for reducing communication Apprehension

Textbook

<http://www.publicspeakingproject.org/psvirtualtext.html>

Attendance

“This is a skills based class and EVERY class is crucial. In class activities and assignments CANNOT be made up. On-time attendance is necessary for the successful completion of the class.

Classroom Etiquette

“Timeliness: Arrive in enough time to be settled, signed in, and ready to go when class begins. Being late is rude, disruptive, and anxiety-inducing for many. Additionally, missing class hurts you and your peers. Be here, be ready, let's learn and create a positive community.

Language: In an effort to create and maintain a critical, comfortable and equitable environment for everyone, any language that is racist, sexist, homophobic, or that discriminates against any person or group will be discussed in the classroom. Any such language in any speech, assignment, or classroom discussion may result in a failing grade for that speech or assignment and the occurrence will be documented in case any further disciplinary actions are warranted,” sw

I have an alarm and will use said alarm without hesitation.

Academic Honesty

- **“Plagiarism** is to take and present as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly ‘cite a source’, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.
- Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the (powers that be), who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action...Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service,” IVC

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify me as soon as possible.

Anticipated Class Schedule / Calendar *Tentative and subject to change

5-Mar	ICA 1		5
12-Mar	Out 1		10
12-Mar	RN 1		10
12-Mar	RN 2		10
12-Mar	SP 1		25
19-Mar	ICA 2		5
19-Mar	Out 2		10
26-Mar	ICA 3		5
26-Mar	RN 3		10
26-Mar	RN 4		10
26-Mar	Rn 8		10
9-Apr	SP 2		60
9-Apr	RN 5		10
9-Apr	RN 7		10
9-Apr	RN 13		10
16-Apr	ICA 4		5
16-Apr	Ex1		75
23-Apr	ICA 5		5
23-Apr	Out 3		10
23-Apr	RN 10		10
23-Apr	RN 6		10
23-Apr	RN 9		10
30-Apr	ICA 6		5
30-Apr	SP 3		110
7-May	RN 11		10
7-May	RN 12		10
7-May	RN 17		10
7-May	ICA 7		5
7-May	Out 4		10
14-May	RN 14		10
14-May	RN 15		10
14-May	RN 16		10
14-May	ICA 8		5
17-May	Ex2		75
17-May	ICA 9		5
21-May	SP 4		150
21-May	ICA 10		5
24-May	ICA 11		5
24-May	Out 5		10
28-May	Sp 5		200
31-May	ICA 12		5
5-Jun	FP		25

ICA	In-Class Activity
Out	Outline, works cited, & notecards
RN	Reader's Notes
SP	Speech
Ex	Exam
Fp	Final Presentation

STUDY GUIDE EXAM ONE

Chapter One: Benefits of Public Speaking

Personal, Professional, Public
Models of Communication
Linear, Transactional
Elements of the Communication Process
Encoding and Decoding, Communicator
Message, Channel, Noise
Worldview & Context
Types of Speeches
Speaking Competencies
Useful Topics, Engaging Introduction
Clear Organization, Well-Supported Ideas
Closure in Conclusion
Clear and Vivid Language
Suitable Vocal Expression
Corresponding Non Verbals
Adapted to the Audience
Adept Use of Visual Aids
Convincing Persuasion

Chapter Two Rhetoric

Cicero's desire for audience analysis
Cicero's criteria to get an audience to act
Aristotle: Ethos, Pathos, Logos
Power and Persuasion

Chapter Three: Ethics, Ethical Standards, Honesty, Avoiding Plagiarism

Citing Sources Responsibly
Setting responsible speech goals
Develop ethical listening skills
Provide ethical feedback

Chapter Four

Three areas of our lives that are benefited when we value listening? Academic, Professional, Personal

What are the three attributes of an active listener?

Attention, Attitude, Adjustment

What are the three barriers to effective listening?

Anticipating, Judging, Acting Emotionally

What is Nonverbal communication?

What are nonverbal adaptors?

What are the strategies the text lays out to improve effective listening?

Keep an open mind, Identify distractions, Come prepared, TAKE NOTES!

Chapter 5

Approaches to Audience Analysis:

Direct Observation, Inference, Sampling

Categories of Audience Analysis

Situational Analysis, Demographic Analysis

Psychological Analysis, Multicultural Analysis
Interest and Knowledge Analysis

Chapter 7

Personal and Professional Knowledge, Personal Testimony, Interviews, Library Resources, Books
Periodicals, Full Text Databases, Internet Resources

Search Engines, Defining Search Terms
Websites, Government Documents
Evaluating Information

Citing Sources and Avoiding Plagiarism
Style Sheets

Plagiarism

Chapter Eight

Main points, sub points, and ideas

Organizing Informative Speeches

Topical, Spatial, Chronological

Source Citation (When, why, and how)

Paraphrasing versus quoting

Source Criteria: Recency, Variety, Publication, Bias, Connect to the Subject

Chapter Thirteen

Effective Visual Aids, Types of Visual Aids

Personal Appearance, Objects and Props,
Demonstration, Posters and Flip Charts

Audio and Video, Handouts, Slideware

Design Principles & Slide Layout

Backgrounds and Effects

Colors, Fonts, Text, Images, Graphs and Charts

Sabrina Adds: 10 step speech making process

1. Purpose
2. Audience Analysis
3. Topic Selection
4. Brainstorm
5. Narrow to an outline
6. Research to the outline
7. Finalize outline and Works Cited
8. Notecards
9. PRACTICE
10. Deliver & celebrate!

Sabrina's Structure (thus far):

AGD: Attention Getting Device

THESIS:

PREVIEW:

1 A B

2 A B

3 A B

REVIEW and TIE to AGD

Modes of Public Speaking:

Memorized, Manuscript, Impromptu,
Extemporaneous

***Dog Banter**

Exam 2 Study Guide: **Chapter 6**

Critical Thinking Defined, Traits, and Skills

Value of Critical Thinking

Defining arguments

Inductive and deductive reasoning

Understanding Fallacies

Formal Fallacies

Bad Reasoning Fallacy

Masked Man Fallacy

Fallacy of Quantitative Logic

Informal Fallacies

Accident Fallacy

Ad Hominem

Fallacy of Ambiguity

Fallacies of Appeal

Begging the Question

Black and White Fallacy

Fallacy of Composition

Fallacy of Division

Non causa, pro causa fallacy

Red Herring Fallacy

Slippery Slope Fallacy

Weak Analogy Fallacy

*Framing

Chapter 9 Functions of Introductions

Gain Attention and Interest

Gain Goodwill

Clearly State the Purpose

Preview and Structure the Speech

Attention-Getting Strategies

Tell a Story

Refer to the Occasion

Refer to Recent or Historical Events

Refer to Previous Speeches

Refer to Personal Interest

Use Startling Statistics

Use an Analogy

Use a Quotation

*Ask a Question

Use Humor

Preparing the Introduction

Construct the Introduction Last

Make it Relevant

Be Succinct

Write it Out Word for Word

Functions of Conclusions

Prepare the Audience for the end of the speech

Present Any Final Appeals

Summarize and Close

End with a Clincher

Appeals and Challenges

Composing the Conclusion

Prepare the Conclusion

Do Not Include any New Information

Follow the Structure

*CONCRETE AND SPECIFIC

Chapter 10 The Power of Language

Communication vs. Language

Language Creates Social Reality

The Differences Language Choices Can Make

Constructing Clear and Vivid Messages

Use Simple Language

Use Concrete and Precise Language

Using Stylized Language

Metaphors and Similes

Alliteration

Antithesis

Parallel Structure and Language

Personalized Language

The Importance of Ethical and Accurate

Language

Language and Ethics

Sexist and Heterosexual Language

Avoiding Language Pitfalls

Profanity

Exaggeration

Powerless Language

Incorrect Grammar

Other Language Choices to Consider

Clichés

Language that is Central to Pop Culture

11 Classifying Communication Apprehension

Trait anxiety vs. State anxiety

Scrutiny Fear

Frames of Reference

Habitual Frame of Reference

Personal Frame of Reference

Cognitive Restructuring (CR)

Sources of Apprehension

Impact of Apprehension

Learning Confidence

Techniques for Building Confidence

Prepare Well, Visualize Success, Avoid Gimmicks

Breathe and Release, Minimize What You

Memorize

Practice Out Loud, Customize Your Practice

12 Methods of Delivery: Manuscript Style,

Memorized Style. Impromptu Style,

Extemporaneous Style

Vocal Aspects of Delivery

Articulation, Pronunciation
Accent, Dialect and
Regionalisms, Vocal Quality
Pitch and Inflection
Rate of Speaking
Pauses Versus Vocalized Pauses
Vocal Projection
Nonverbal Aspects of Delivery: Personal
Appearance
Movement and Gestures, Facial Expressions, Eye
Contact
Mastering the Location
The Room: The Podium: The Equipment
Using a Microphone: Water Rules
Preparation, Practice and Delivery
Preparing Notes
Rehearsing the Speech
Managing Stress
Delivering the Speech
14 Reasons to Adopt a Global Perspective
The Economic Imperative
The Technological Imperative
The Demographic Imperative
The Peace Imperative
Sensitivity and Respect
Stereotypes
Prejudices
Ethnocentrism
Understanding a Diverse Audience
High and Low Context Cultures
Power Distance
Uncertainty Avoidance
Individualism vs. Collectivism
Masculinity vs. Femininity
Time Orientation
Selecting Supporting Materials
Stories, Facts and Statistics, Testimony
Speech Organization
Linear Pattern vs. Holistic Pattern
Appropriate Verbal Expression
Denotative and Connotative Meaning
Communication Style
Effective Nonverbal Expression
Kinesics
Paralanguage
Physical Appearance
15 Functions of Informative Speeches
Provide Knowledge
Shape Perceptions

Articulate Alternatives
Allow us to Survive and Evolve
Role of Speaker
Informative Speakers are Objective*
Informative Speakers are Credible
Informative Speakers Make the Topic Relevant
Informative Speakers are Knowledgeable
Types of Informative Speeches: Definitional,
Descriptive, Explanatory, Demonstration
Developing Informative Speeches
Generate and Maintain Interest
Create Coherence
Make Speech Memorable
16 What is Persuasive Speaking?
Functions of Persuasive Speeches
Propositions of Fact, Value, and Policy
Choosing a Persuasive Speech Topic
Approaching Audiences
Receptive Audiences
Neutral Audiences
Hostile Audiences
Persuasive Strategies
Ethos, Logos, Pathos
Organizing Persuasive Messages
Monroe's Motivated Sequence
Direct Method Pattern
Causal Pattern
Refutation Pattern
17 Background of Special
Occasion Speaking
Epidictic Oratory
Purpose of Special Occasion Speaking
Types of Special Occasion Speeches
Speech of Introduction
Toast and Roast
Speech to Present an Award
Acceptance Speech
Keynote Address
Commencement Speech
Commemorative Speeches and Tributes
After - Dinner Speech
General Guidelines for Special
Occasion Speeches
Keeping the Speech Short
Acknowledging the Obvious
Staying Positive
Using Humor
***Sabrina's structure**
*** Sabrina's 10 step speech making process**