

Communication 2110 - Public Speaking – AU19

MEETING TIME: MW - 9:35-10:55 a.m.

INSTRUCTOR: Tonya Forsythe, M.S.

OFFICE HOURS: MW 1-3 p.m.

E-MAIL: forsythe.74@osu.edu

OFFICE: Journalism Building #319

REQUIRED TEXT AND MATERIALS:

Lucas, Stephen E. (2020). *The Art of Public Speaking*. 13th edition. New York, NY: McGraw-Hill Education (e-book with Connect Access Code \$55 ISBN: 9781260996067 or printed book with Connect Access Code \$75 ISBN: 9781260996302)

COURSE DESCRIPTION:

From the catalog: A course in critical thinking and public speaking; how to analyze and organize information for oral presentations; basic public speaking for majors and non-majors.

This course is designed to develop confidence in giving presentations. This class will focus on preparation, organizing, rehearsing, and delivering quality presentations. Tips and techniques for incorporating different types of visuals and using a variety of delivery methods will be shared. As an introductory level course, it will require a combination of lecture, active discussion, critique of speeches, and the delivery of several speeches.

EXPECTED LEARNING OUTCOMES:

As a result of this course, the student will:

1. Demonstrate basic oral communication skills necessary for functioning effectively in the classroom and workplace as a competent citizen.
-Comm 2110 fulfills this requirement by providing instruction on how to deliver effective speeches. Students will prepare, practice and deliver at least three speeches throughout the semester.
2. Understand the importance of the speaker-audience situation and apply basic strategies for effectively communicating and overcoming potential obstacles in the speaking situation.
-Comm 2110 fulfills this requirement by providing instruction on how to connect with specific audiences. Speech examples will be analyzed in the classroom. Students will be instructed on how to handle typical and difficult speaking situations.
3. Develop critical thinking skills and active listening skills by learning to listen to others and how they are most influenced.
-Comm 2110 fulfills this requirement by students serving as the audience for peer speeches. Instruction on how to become effective listeners will be provided.
4. Maximize leadership skills that can be practiced in formal speaking situations.
-Comm 2110 fulfills this requirement by providing instruction on leadership styles and conduct within a small group setting.
5. Develop strategies to address speech anxiety, organization, library research, persuasion, audience analysis and credibility.
-Comm 2110 fulfills this requirement by providing instruction on reducing anxiety, learning how to effectively organize a speech, researching topics, analyzing an audience, and speaking with credibility. Students will prepare, practice and delivery at least three speeches throughout the semester.
6. Gain technology experience from learning to make a presentation with PowerPoint.
-Comm 2110 fulfills this learning outcome by requiring the use of presentation software, such as PowerPoint, for at least one of the major speeches.

GRADING SCALE:

A	93-100% (370-400)	B-	80-82% (318-329)	D+	67-69% (266-277)
A-	90-92% (358-369)	C+	77-79% (306-317)	D	60-66% (238-265)
B+	87-89% (346-357)	C	73-76% (290-305)	E	Below 60% (237 and below)
B	83-86% (330-345)	C-	70-72% (278-289)		

METHODS OF EVALUATION:*Self-Introduction Speech***2.5% (10 Points)**

This assignment requires the use of an object or word to introduce yourself. The speech should be organized with a clear introduction, body, and conclusion and last between 1 and 3 minutes. This speech will give you the opportunity to get comfortable in front of the room and get familiar with your peers who will be your audience for the semester. The speech must be delivered live in the classroom in front of the peer audience. When you are not speaking, you are expected to be an attentive courteous audience member.

*Informative Speech***17.5% (70 Points)**

In this speech you present information about a non-controversial topic with the goal of providing knowledge and understanding of the topic to your audience. The speech requires the use of a visual which can be tactile, a handout, a video (of 30 seconds or less), or a PowerPoint (Google slides or Prezi are accepted as well). The speech must include 2 sources and be organized with 2 or 3 main points. The speech must fall within 3-4 minutes and be delivered live in the classroom in front of the peer audience. When you are not speaking, you are expected to be an attentive courteous audience member.

*Demonstration Speech***17.5% (70 Points)**

In this speech you present a demonstration of how to do something. The speech is informational and is not to have any persuasive elements. The speech requires the use of a visual which can be tactile, a handout, a video (of 30 seconds or less), a PowerPoint (Google slides or Prezi are accepted as well), or you demonstrating the activity. The speech must include 2 sources. The speech must fall within 3-4 minutes and be delivered live in the classroom in front of the peer audience. When you are not speaking, you are expected to be an attentive courteous audience member.

*Persuasive Speech***22.5% (90 Points)**

In this speech your goal is to persuade your audience about a topic. You may choose a topic that is controversial, but you can also choose a topic that is not. The speech requires the use of a PowerPoint (Google slides or Prezi are accepted as well). The speech must include 4 sources. The speech must fall within 4-5 minutes and be delivered live in the classroom in front of the peer audience. When you are not speaking, you are expected to be an attentive courteous audience member.

Quizzes (2 worth 50 points each) – Two quizzes will focus on assigned readings and lecture, and will be multiple choice. **25% (100 Points)**

*Homework***15% (60 Points)**

Throughout the course there will be 12 homework activities which consist of discussions, video analysis, or self-evaluations. All activities are located on Carmen with specific due dates.

TOTAL**400 POINTS**

Course Policies

Attendance and Participation: Attendance is expected at all class sessions. Absences due to medical concerns will be excused with appropriate documentation, provided the documentation is submitted within one week of the absence.

Homework: Homework consists of discussions, video analysis, or self-evaluations and must be completed by the due date listed on Carmen. Instructions for each assignment will be provided in Carmen in the weekly modules.

Missed or Late Quiz: You are required to take the quiz at the scheduled day and time (see schedule below). If you do not take the quiz, you will receive 0 points for the quiz. The quiz may only be made up when approved by the instructor for one of the following reasons: (a) the absence is a university excused activity, necessary documentation is provided, and arrangements for make-up are made in advance; or (b) the absence is due to a medical or family emergency, necessary documentation is provided, and arrangements for make up are made within 24 hours of the missed quiz. If the requirements for (a) or (b) are not fully met, you will receive 0 points for the quiz.

Speech Performances: The instructor will announce in advance the schedule for each speaking assignment. Speeches must be given on time. All speeches must be delivered before an audience (the class). Requests to move your speech date must be made ONE WEEK prior to your scheduled speech date. Late and unexcused speeches will receive a 10% grade penalty and will only be heard if time permits. To accommodate all students, it is vital that you be ready to speak when you are scheduled. Instructors are under no obligation to allow make-up speeches.

Cell Phone and Laptops: Cell phones must be on silent. Laptops may be used to take notes during lectures. Students are not to be surfing the web or updating their social media sites. If you are found in violation of this policy, you will be asked to put away your laptop or cell phone. Laptops are to be turned off during all speeches.

Communications: I will post class updates and/or additional materials as announcements on Carmen and/or to your OSU email. Please check Carmen and read your email regularly (at least 2-3 times per week) because you are responsible for this information, just as you are responsible for information in class.

Classroom Civility: We want to build a classroom climate that is comfortable for everyone. In a communication class, it is especially important that we (1) display respect for all members of the classroom, including the instructor and students; (2) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time (e.g., having private conversations, reading the newspaper, doing work for other classes, making/receiving cell phone calls, text messaging, etc.); and (4) avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude members of our campus and classroom. This is not an exhaustive list of behaviors; rather, they represent the minimal standards that help make the classroom a productive learning environment for all concerned.

Punctuality: Class begins on time every day to guarantee that all scheduled discussions and activities are completed, particularly on days when your fellow students are speaking or presenting. You are expected to be punctual. If you are late for class, do not enter the classroom while another student is speaking or presenting. Please wait outside until there is a break between speeches or presentations.

Challenging a Grade: I am always willing to discuss your grades with you, but I will not do so during class time. To challenge a grade, you must meet me during office hours or make an appointment within one week of the assignment being returned to you. When we meet, you must present your concerns in writing and attach the graded speech, paper, or exam. Please note that a challenge may result in grades being raised or lowered.

Extra Credit: There will be no extra credit offered in this course.

School of Communication and University Policies

Academic Misconduct: Cheating and plagiarism in any form will not be tolerated. The Ohio State University's *Code of Student Conduct* (Section 3325-23-04) defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process" (p. 2). Examples of academic misconduct include, but are not limited to, plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct (COAM). If COAM determines you have violated the University's *Code of Student Conduct*, the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. If you have any questions about this policy or what constitutes academic misconduct, please contact me or visit <http://oaa.osu.edu/coam/home.html>.

Written and oral assignments: Your written and oral assignments, including discussion posts and speeches, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. Any time you use the words of others, this must be indicated as a direct quotation with a citation to the source and page number(s), using APA style to clearly indicate the words in the direct quote. To use the words of others while providing a citation, but without indicating that there is a direct quote from the cited work, still is plagiarism. Simply changing a few words from a source does not make the words your own, and such use can also be considered plagiarism. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.

Reusing past work: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

Copyright Disclaimer: The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Diversity: The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

Title IX: Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Student Academic Services: Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing,

and contact information for Arts and Sciences advisors can be obtained through this website:

<http://advising.osu.edu/welcome.shtml>

Student Services: The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: <http://ssc.osu.edu>. As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Writing Center: All students, especially those who have difficulty writing, are encouraged to visit the *OSU Writing Center*. Their web address is <https://cstw.osu.edu/writing-center> and their phone number is 688-5865. The Writing Center offers two kinds of tutorials: 1) Scheduled, 50-minute tutorials in 4120A Smith Lab and 2) Drop-in, 20-minute tutorials at our satellite centers (First floor Thompson Library and 114 Smith-Steeb Residence Hall).

Accessibility Accommodations for Students with Disabilities: Requesting Accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu ; 614-292-3307; slds.osu.edu ; 098 Baker Hall, 113 W. 12th Avenue.

Disclaimer

The information provided in this syllabus constitutes a list of basic class policies. I reserve the right to modify this information when deemed necessary for any reason. You will be notified in class, via email, and/or on Carmen if and when any changes occur.

Autumn 2019 Semester Tentative Daily Schedule

**Please read the chapter prior to the class period to be fully prepared to participate.*

Week	Date	Topic	Chapter
1	8.21	Welcome and Introduction	
	8.23	Homework: Getting to Know You Exercise due at 11:59 p.m. on Carmen.	
2	8.26	Speaking in Public	1
	8.28	Listening; Selecting a Topic and Purpose Homework: Speaking Confidence Discussion Post due at 11:59 p.m. on Carmen.	3, 5
	8.30	Homework: Speaking Confidence Discussion Replies due at 11:59 p.m. on Carmen. Listening Short-Answer Essay Exercise due at 11:59 p.m. on Carmen.	
3	9.2	NO CLASS LABOR DAY	
	9.4	Organizing the Body of the Speech; Beginning and Ending the Speech Homework: Introduction Discussion Post due at 11:59 p.m. on Carmen.	9, 10
	9.6	Homework: Introduction Discussion Replies due at 11:59 p.m. on Carmen.	
4	9.9	Introduction Speeches	
	9.11	Analyzing the Audience, Speaking to Inform	6, 15
	9.13	Homework: Audience Analysis Short-Answer Exercise due at 11:59 p.m. on Carmen.	
5	9.16	Gathering Materials, Supporting Your Ideas, Outlining the Speech, Giving Your First Speech	7, 8, 11, 4
	9.18	NO CLASS: Informative Speech practice day Homework: Preparation and Practice Discussion Post due at 11:59 p.m. on Carmen.	4
	9.20	Homework: Preparation and Practice Discussion Replies due at 11:59 p.m. on Carmen. Sources and Credibility Short-Answer Exercise due at 11:59 p.m. on Carmen.	
6	9.23	Informative Speeches	
	9.25	Informative Speeches	
7	9.30	Informative Speeches	
	10.2	How to Deliver a How-To Speech	
8	10.7	NO CLASS: Quiz 1 (CH 1, 3-11, 15) due at 11:59 p.m. on Carmen.	
	10.9	Using Language, Delivery	12, 13
9	10.14	Speaking on Special Occasions; Using Visual Aids; Speaking in Small Groups	18, 14, 20
	10.16	Ethics and Public Speaking Homework: Special Occasion Discussion Post due at 11:59 p.m. on Carmen.	2
	10.18	Homework: Special Occasion Discussion Replies due at 11:59 p.m. on Carmen. MLK Short-Answer Exercise due at 11:59 p.m. on Carmen.	
10	10.21	Demonstration Speeches	
	10.23	Demonstration Speeches	
11	10.28	Demonstration Speeches	
	10.30	NO CLASS: Persuasive speech preparation day	
	11.1	Homework: Demonstration Speech Self-Evaluation Short-Answer Exercise due at 11:59 p.m. on Carmen.	
12	11.4	Speaking to Persuade	16
	11.6	Methods of Persuasion Homework: Delivery Discussion Post due at 11:59 p.m. on Carmen.	17
	11.8	Homework: Delivery Discussion Replies due at 11:59 p.m. on Carmen.	
13	11.11	NO CLASS VETERANS DAY	
	11.13	NO CLASS: Quiz 2 (CH 2, 12-14, 16-19) due at 11:59 p.m. on Carmen.	
14	11.18	Persuasive Speeches	
	11.20	Persuasive Speeches	
15	11.25	Persuasive Speeches	
	11.27	NO CLASS THANKSGIVING BREAK	
16	12.2	Speech overflow day	
	12.4	Homework: Final Reflection Short-Answer Exercise due at 11:59 p.m. on Carmen.	