

# Comm 2110-Principles of Effective Public Speaking

**Meeting Time:** MWF, 10:20 am-12:25 pm

**Location:** Journalism Bldg 106

**Instructor:** Golnoosh Behrouzian ([behrouzian.1@osu.edu](mailto:behrouzian.1@osu.edu))

**Office:** Derby Hall 3028

**Office Hours:** Mo & Wed 9:00-10:00 am, 2:50-3:50 pm | By appointment

**Note:** this syllabus is for students enrolled in section 1097.

**Course description:** The purpose of this course is to provide you with a basic understanding of both verbal and nonverbal aspects of public speaking. You will gain both knowledge and practical experience of this through a series of lectures, smaller assessments, and three major speeches.

## **Course objectives:**

- ❑ Gain and demonstrate the basic skills of effective oral communication, for use throughout your academic career and beyond.
- ❑ Learn and develop the skills necessary to maximize public speaking effectiveness, including effective research and organization of information, how to make the most of presentation aids (and not become reliant on them!), and understanding the speaker-audience relationship.
- ❑ Develop critical thinking and listening skills, enabling you to maximize your own understanding as an audience member, and offer considered and constructive critiques of others' speeches.
- ❑ Become more confident in public speaking arenas, whether as a formal speech giver or as a participant in group settings. Improvement will be valued over perfection.

**Teaching philosophy:** Many instructors in most universities offer public speaking courses. However, not all speaking courses are created equal. The approach taken in this course is aimed at providing you with a safe space in which you can actively build and hone your speaking skills, while receiving feedback from your peers and myself. Public speaking is not an inherent trait in all individuals, yet it is a skill that we are all required to use at some point throughout our lives. Therefore, constant practice is vital to becoming a successful speaker. While learning the fundamental of this field through lectures is important, and equal amount of time will be devoted to learning through practice. This course will help you improve on your public speaking abilities through both formal and informal speeches, group activities, and demonstrations.

## **Course Requirements:**

- ❑ **Lucas, Stephen E. *The Art of Public Speaking*, 11<sup>th</sup> ed. New York: McGraw-Hill, 2012.**  
NOTE: there is a newer, 12<sup>th</sup> edition, but I've gone with the older edition as you'll have a better chance of picking up a cheaper, second hand copy of the 11<sup>th</sup> edition if you'd prefer not to buy the text brand new.
- ❑ **Occasional, brief readings or speech videos**, available via Carmen.
- ❑ **A pack of 5 x 8 notecards**, to be brought daily for in-class activities and for speeches.

**Students with disabilities:** This syllabus is available in alternative formats upon request. Students with disabilities are responsible for making their needs known to the instructor and seeking assistance in a timely manner. Any student who feels he/she may need an accommodation based on the impact of a disability is encouraged to contact me privately to discuss your specific needs, or contact the Office for Disability Services to coordinate your documented disabilities. The Office of Disability Services is located at

150 Pomerene Hall, 1760 Neil Avenue, and can be reached at 292-3307  
(TDD: 292-0901).

## Methods of Assessment:

Assignment	Points (%)	Due date
<b>Introduction Speech</b> 2-3 minute <i>informal</i> speech. You will be given a specific prompt on the day, with time in class to prepare (this is designed to be somewhat off the cuff)	20 points (5%)	Week 1
<b>Introduction Activities</b> A half-page post (or Dropbox submission) describing your favorite speech, and why it has made an impression on you.	10 points (2.5%)	Week 2, by start of first class
<b>Informative Speech *</b> 3-5 minute speech where the speaker gives NEW information to the audience on a non-controversial topic.	60 points (15%)	Week 3
<b>Demonstration Speech *</b> 3-5 minute how-to speech. The speaker acts as instructor for a task or product.	60 points (15%)	Week 4
<b>Persuasive Speech *</b> 6-8 minute speech, which is the culmination of the course. Speakers will attempt to persuade class members to change a behavior, attitude or belief. Grade also includes a written proposal due before the end of week 5, and an annotated bibliography due before the speech in week 6 (deadline tbd).	Proposal	20 points (5%) End of week 5
	Speech	80 points (20%) Week 6
	Bibliography	20 points (5%) TBD, before speech
<b>Quizzes</b> There will be four quizzes across the summer session (weeks 2 through 5), with the lowest grade dropped.	60 points (15%)	Week 2-5
<b>Attendance/Participation</b> Attendance will be taken by a combination of participation in class discussions and the completion of in-class activities <u>at least</u> once per week.	40 points (10%)	Ongoing
<b>Final Reflection Paper *</b> In place of a formal final "examination", you will be given 48 hours to complete a short, reflective paper.	30 points (7.5%)	Finals : 6/17

**\* Specific guidance on these assignments, including grading rubrics, will be provided on Carmen. Grading policy:** the standard OSU grading scale will be used for assessments on this course, namely:

A	93-100%	B	83-86%	C	73-76%	D	60-66%
A-	90-92%	B-	80-82%	C-	70-72%	E	Below 60%
B+	87-89%	C+	77-79%	D+	67-69%		

Note: I can only give you the grade you have earned. *There will be no rounding of final grades*, no matter how close you are. If you are concerned about your grades, be proactive and make an appointment with me so that we can discuss your progress so far, and ways to improve going forward – initiative pays off!

## General Course Policies:

1. Email Policy: As this is a speaking course, and email contact becomes a crutch, I am implementing a limited email policy, which has proven successful in past courses. Queries which students can answer themselves – check the syllabus first! – will not be acknowledged. I hold regular office hours and am regularly available on campus during the week to meet, so

make use of this. Emails ideally should be limited to requests for meeting times, which include a brief description of your issue/question and some times when you can meet. I will respond to confirm a mutual time. **Note:** this policy is not designed to limit or inhibit contact – quite the opposite. It is designed, and has proven to be successful in, promoting both student independence and meaningful interaction. I will happily make accommodations to this policy, however, for students registered with Student Life Disability Services (SLDS) for whom travelling to an additional location is problematic.

2. Classroom Conduct: The classroom is a space for learning and exploring ideas in an open, safe environment. This is only possible if we are respectful of one another, even where we disagree. Harassment, intimidation, discrimination, and any other disruptive behavior will not be tolerated. Please treat each other as you would like to be treated, and let me know if you have any concerns.
3. Attendance & Participation: Attendance points will be derived from regular unannounced in-class activities, as well as class participation. The attendance policy is designed to encourage you to come to class and maximize your potential. Remember that this is an accelerated summer session class – missing one class here is the equivalent of missing an entire week of a regular semester. If you already have plans during the summer that will cause you to miss two or more meetings, you are advised to reconsider taking the class during this summer session.
4. Rescheduling Speeches: Speeches in this class should be treated exactly the same as speeches or papers in any other class – deadlines are non-negotiable, except in emergency situations. If such a situation arises, it is *your responsibility to contact me before the speech* (or as soon afterwards as possible, if the situation prohibits contact), and provide full documentation in a timely manner. If you have an existing commitment which clashes with a speech day, you are strongly advised to cancel/reschedule the other event. You may request to give one speech early if the event is unavoidable, but such exceptions are at my discretion and *out of fairness to your peers will rarely be granted*. Requests should be made before classes begin, or immediately if the need arises after class has already started. Students making up their speech without prior permission or adequate documentation will forfeit a letter grade if made up within 48 hours (excluding weekends and school holidays), and will be unable to make up the speech after 48 hours have passed.
5. Assistance: If there are circumstances that are affecting your performance in this class, you should inform me of them as soon as possible. I can help you understand the material before assignments are due, but I cannot change your grade afterwards. It is always better to come to me with any problems or suggestions early, so that I am able to do something about it. Please email to set up an appointment if this is the case.

### Academic Misconduct

All students at the Ohio State University are bound by the Code of Student Conduct (see <http://studentaffairs.osu.edu/csc/>). Violations of this code in this class, especially pertaining to 3335-23-04 on Academic Misconduct will be aggressively prosecuted through the procedures the university has set up to deal with violations of the Code. You are responsible for being familiar with the Student Code, and ignorance of the Code is not an excuse for violating it. Examples of violation of the Code of Student Conduct includes cheating on exams (e.g., such as using cheat sheets, providing answers to or receiving answers from another student, sending or receiving electronic communications pertaining to examinable material during the exam period). **If I believe you have violated the Code of Student Conduct, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct** (COAM: see <http://oaa.osu.edu/coam.html>). 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. The matter of plagiarism as it relates to public speaking is covered in the course text, and will be discussed in our first week.

**Tentative Schedule** (any changes will be communicated via email and Carmen announcements)

<b>WEEK</b>	<b>DATE</b>	<b>TOPIC</b>	<b>CHAPTER</b>
<b>Week 1</b>	W-05/11	<ul style="list-style-type: none"> <li>Syllabus</li> <li>Intro to Public Speaking</li> </ul>	CH. 1 & 2
	F-05/13	<ul style="list-style-type: none"> <li>Giving your first speech. Speaking on special occasions.</li> </ul> <b>**Introduction speeches**</b>	CH. 4 & 18
<b>Week 2</b>	M-05/16	<ul style="list-style-type: none"> <li>Speaking to inform</li> <li>Selecting a topic.</li> </ul>	CH. 15 & 5
	W-05/18	<ul style="list-style-type: none"> <li>Gathering materials</li> <li>Supporting your ideas</li> </ul>	CH. 7 & 8
	F-05/20	<ul style="list-style-type: none"> <li>Organizing the body of the speech</li> <li>Outlining the speech</li> </ul>	CH. 9 & 11
<b>Week 3</b>	M-05/23	<ul style="list-style-type: none"> <li>Listening</li> </ul> <b>**Informative Speeches I**</b>	CH. 3
	W-05/25	<ul style="list-style-type: none"> <li>Analyzing the audience</li> </ul> <b>**Informative Speeches II**</b>	CH. 6
	F-05/27	<ul style="list-style-type: none"> <li>Using visual aids</li> <li>Beginning and ending your speech</li> </ul>	CH. 10 & 14
<b>Week 4</b>	M-05/30	<b>NO CLASS: Memorial Day</b>	
	W-06/01	<ul style="list-style-type: none"> <li>Using language</li> </ul> <b>**Demonstration Speeches I**</b>	CH. 12
	F-06/03	<ul style="list-style-type: none"> <li>Delivery</li> </ul> <b>**Demonstration Speeches II**</b>	CH. 13
<b>Week 5</b>	M-06/06	<ul style="list-style-type: none"> <li>Speaking to persuade</li> <li>Methods of persuasion</li> </ul>	CH. 16 & 17
	W-06/08	<ul style="list-style-type: none"> <li>Interviews</li> </ul>	
	F-06/10	<b>Miscellaneous/Catch-up</b>	
<b>Week 6</b>	M-06/13	<b>Persuasive Speeches I</b>	
	W-06/15	<b>Persuasive Speeches II</b>	
	F-06/17	<b>Final Reflections due by 7pm</b>	