

**Public Speaking (SPRING 2018)**  
Communication Studies 110 (3 units) CRN: **43310**  
Bldg. 16-143 (TTH 12:45- 2:00)

**Instructor:** Frederick Berry  
Office: Bldg. 15 - Room 171  
Office Phone: N/A  
Office Hours: **TUESDAYS ONLY: 2:30-5:30**  
Speech Lab: Bldg. 10 - Room 220  
Speech Lab Phone: (650) 574-6257  
My Email: [berryf@smccd.edu](mailto:berryf@smccd.edu)

**Required Textbook:** THE SPEAKER'S HANDBOOK,  
10<sup>th</sup> Edition, 2013, by Sprague, Stuart and Bodary

**Course Description:** This course is designed to provide you with basic theories and skills that are essential to effective public speaking. Topics include audience analysis, organization of ideas, persuasive/informative speaking, credibility, and extemporaneous delivery. Ideally, you should be able to apply these skills in a variety of public speaking situations whether in future college courses or non-academic settings. As a member of the class you will also become an active listener and learn to analyze, critique, and evaluate the speaking of others. (AA: Area E2b+E2c or E5d, CSU: Area A1, UC: Area 1C)

**Recommended Preparation:** Eligibility for English 100 (Writing Development)

**Student Learning Outcomes (SLO's)**

1. Write coherent speech outlines that demonstrate their ability to use organizational formats with a clear specific purpose.
2. Incorporate research, sound reasoning and evidence that support claims they make in their presentations of speeches and outlines.
3. Demonstrate that they are careful and critical thinkers both as speakers and listeners.
4. Adapt their presentations to the audience based on situational, demographics and psychological audience analysis.
5. Explain their relationship and ethical responsibilities to others in the communication transaction.
6. Explain the basic principles of communication, and apply selected theories of rhetoric and/or communication.

**METHODS OF INSTRUCTION**

Lectures (Talks)	Analysis of student and public speeches
Small and large group discussion	Audiovisual aids
Communication exercises	Comm. lab activities

## **Assignments / Examinations / Class participation:**

**YOU MUST COMPLETE ALL COURSE WORK TO PASS THE COURSE.**

### **1. Speaking Assignments\*:**

- A. Speech of Introduction
- B. Delivery exercise: “Mary Had A Little Lamb”
- C. Entertainment Speech (“One of the most exciting...”)
- D. Informative Speech (Demonstration/How to)
- E. Persuasive Speech (Proposition of Policy)
- F. Impromptu (optional)

**\*ALL ORAL PRESENTATIONS REQUIRE 2 VIDEO RECORDED REHEARSALS AT OUR COMMUNICATION STUDIES LAB**

### **2. Examinations:**

- A. Midterm Exam (2): textbook & lectures: multiple choice, t/f, and short-answer
- B. Final Exam (persuasive speech)

### **3. Active Class Participation**

## **Communication Studies Lab Requirement:**

Public Speaking, Communication Studies Department, **Comm. 110 has a 1.0 hour per week** (To Be Arranged) requirement that you must fulfill as part of your enrollment in this course. These TBA hours are not homework but are instructional activities designed to augment the lecture portion of the course. You are required to complete the activities shown below in the Communication Studies Resource Center (COMMLAB), and you must document that you have attended the COMMLAB **for at least 50 minutes no later than FRIDAY, FEBRUARY 2**. Be sure to log in and out of the Accudemia system every time you work on one of the activities in the COMMLAB. The TBA requirement must be completed for the number of hours per week indicated in the Schedule of Classes through video recording rehearsals of your speeches or presentations, viewing in-class recordings of your speeches, consulting with lab faculty, doing research, completing modules, or collaborating with classmates on assignments.

**Grading Policy:** Standard grading will be used for all graded speeches, midterms, and final exam. There will be two (2) separate grades given for each speech—one for delivery and the other for the written outline.

A = 90%	B = 80%	C = 70%	D = 60%
B+ = 85%	C+ = 75%	D+ = 65%	below 60% is failing

**Attendance:**

Students are expected to attend all class meetings and participate in class activities. Per college policy, students are **allowed 4 absences** without penalty of being dropped. (There is no such thing as an “excused” absence.)

In terms of tardiness, three (3) lates equal one absence.

**Disability Policy Statement:**

If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disability Resource Center (DRC) for assistance. The DRC is located in Bldg. 10 (first floor). (650) 574-6438; TTY (650) 574-6230.

**Plagiarism Policy Statement:**

Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action.

**Electronic Devices:**

I do not allow use of electronic devices in class (e.g., cell phones, laptops, tablets, etc.). Please put them away. (If you have an emergency, please let me know).

**Title IX Policy Addressing Sexual Misconduct, Harassment, and Assault:**

*The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. <http://smccd.edu/titleix/>*