

# Public Speaking

## Southern Polytechnic State University

**Course Name:** Public Speaking

**Instructor:** Melissa Weaver

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**Address:** English, Technical Communication, and Media Arts  
Southern Polytechnic State University  
1100 South Marietta Parkway Marietta, GA 30060-2896

**Textbook:** O'Hair, Stewart, Rbuenstein. A Speaker's Guidebook, 3<sup>rd</sup> Edition.  
Bedford/St.Martin's, 2004.

**Prerequisite:** None

**Course Description:** This is an introductory public speaking course. We will discuss methods of effective oral communication with an emphasis on speech preparation and presentation. Several speeches will be given to increase your comfort level and success with public speaking.

**Course Objectives:**

- A. Be a more effective and ethical oral communicator with less public speaking anxiety.
- B. Have an increased understanding of speech communication as a means of influencing behavior.
- C. React logically and spontaneously to different types of communication behavior.
- D. Have enhanced listening skills.
- E. Understand and practice theories of selecting, analyzing, evaluating, organizing, developing, and communicating information, evidence and points of view.
- F. Critically evaluate speeches (your own and peers).

**Topics Discussed in course:**

- Principles of Public Speaking
- Communicating to Satisfy Needs
- The Interactive Model of the Process of Communication
- Public Speaking: One of Five levels of Communication
- Developing an Array of Communication Skills
- Global Issues

### Assignments:

- |                                |                       |             |
|--------------------------------|-----------------------|-------------|
| • Self Introductory Speech     | (Telephone Speech)    | 50 pts      |
| • Informative Speech           | (CD or DVD)           | 100pts      |
| • Persuasive Speech            | (CD or DVD)           | 150pts      |
| • Weekly Assignments           | (online)              | 100pts      |
| • 2 Outlines & Reference pages | (sent with CD or DVD) | 100pts      |
| • Self Reflection Sheets       | (sent with CD or DVD) | 45pts       |
| • 3 Test                       | (online)              | 100pts each |

### Technology Requirements:

- Internet Access: This course is taught asynchronously, which means you are not required to login at specific times each week. However, you are expected to login 3-5 times per week, and you should know that the most successful students login daily. Internet Access from home, work, and/or school is likely to increase your success in this class.
- PowerPoint software: Available on campus computers
- Video Camera: A video camera that will allow you to produce a CD or DVD of the recording. **I must be able to view your presentations on a CD that can be played on a computer or on a CD that can be played on a standard DVD player.** *Other formats will not be accepted. Sending a speech in the incorrect format could result in a score of a zero or a reduction in your grade.*

**Class Participation:** Public Speaking online is not an independent study. You will interact with other students and your instructors via e-mail and the class discussions. We will discuss the textbook readings, the lecture notes, and some of the speeches delivered by students in the course.

**E-mail:** I will occasionally communicate with you via e-mail. You are encouraged to check your e-mail every time you login to the course.

**Weekly Assignments:** The course website contains weekly assignments that correspond with each chapter we will be covering this semester. All required assignments have been posted. This allows you to work ahead. However, each student must submit their weekly assignment no later than 8:00pm the day the assignment is due. **No exceptions will be made. Please refer to the syllabus breakdown for due dates.**

**Failure to Participate:** Withdrawing from the course is always the student's responsibility. Do not assume that you will be withdrawn from this course if you stop participating

**Make up work:** *No make-ups will be allowed on any assignments!*

**Grading Criteria:** All assignments in this course are given a maximum point value. Graded assignments receive a score that is added throughout the semester to your other

scores. Your final score is divided by the sum of the maximum point values, and given a final grade that fits this scale:

- 100 to 90% = A
- 89 to 80% = B
- 79 to 70% = C
- 69 to 60% = D

**Academic Honesty:** A faculty member reserves the right to remove any student from his or her course if the student's behavior is of a disruptive nature or if there is evidence of academic dishonesty. In instances of disruptive behavior and/or academic dishonesty, the faculty member will discuss the circumstances with the student(s) before taking final action. In the event the student cannot be reached, he/she will be given the grade of "Incomplete" until such time as he/she can be reached. The student shall have the right of appeal of the faculty member's decision first to the faculty member's department head and then to the appropriate school dean, and, if necessary, to the Vice President for Academic Affairs. Removal of a student from a course under this provision will result in the faculty member's issuing a grade of "F". A grade of "F" issued under these circumstances shall not be superseded by a voluntary withdrawal and will be included in the student's cumulative grade point average calculated for graduation purposes.

**Students with Disabilities:** Any student with a documented disability needed academic adjustments is requested to notify the instructor as early in the semester as possible. Verification from SPSU disabled Student Support Services is required. All discussions will remain confidential.

**Equal Opportunity Statement:** No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the college.