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**Comm 1301 Public Speaking**  
**University of Texas at El Paso**  
**CRN# 11927 T 6-8:50 p.m. Physical Science 218**

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## **I. COURSE INFORMATION**

**Semester:** Fall 2015

**Course Name:** Communication 1301-Public Speaking

**CRN:** 13788

**Text:**

- Lucas, Stephen.; The Art of Public Speaking, 13<sup>th</sup> Edition

**Note:** You are required to read the chapters on the calendar BEFORE coming to class. Not all of the information from the text will be discussed in class but you will need to utilize and apply concepts that are in the book.

**Materials:**

**Plan on reading the book in order to succeed in this course.**

- All college students, especially speech students should be informed of local and world events. This awareness can be helpful in generating class discussion and innovative speech topics. Students are required to read at least three current events publications such as New York Times, Time, Newsweek or other periodicals—these are available at no cost at the UTEP library. Students should also regularly listen to National Public Radio, 88.5 FM or NPR.org for news stories, current events etc. NPR is broadcast every weekday morning between 7 a.m. – 9 a.m. and between 4 p.m. – 6 p.m.
- Presentation Aids (Poster board, Memory Stick for Power Point, etc.—buy as needed)
- Additional materials, postings, exams or other course content or announcements may be posted on Blackboard and/or via email. Students are expected to regularly check their utep.edu email account.

## **II. INSTRUCTOR INFORMATION:**

**Instructor Name:** Ms. Keri Moe

**Email:** KLMOE@utep.edu

**Phone:** 915-373-5096 (texts are okay)

**Office & Office hours:** MTW 5:30-6:00 p.m.; 7:20-8:20 MW; T 8:50-9:20 and by appointment

**Instructor's Message:** \*(Note: In email, phone or text messages, please state your first and last name and which class you are in. And, don't forget to let me know how I can return your message.)\* The quickest way to contact me is via email or text message. I check email regularly during the day M-F and sometimes during weekends. Students can expect a response within 24 hours during the week (M-F) and within 48 hours over the weekend (F-S). Though, often, responses are much quicker than that. If you have not heard from me in that timeframe, please contact me again as I probably didn't get your message.

## **III. COURSE CONTENT:**

**A. Course Description--** Introduction to the theory and practice of public speaking; the inventing, arranging, phrasing, and presenting of ideas to an audience. The complementary skills of speaking and listening are developed through criticism of speeches presented in class.

**B. Course Objective—**The student will learn the proper techniques of public speaking including audience analysis, research, topic development, outlining, speaker confidence, and critical thinking skills.

### **C. Learning Outcomes—**

- Apply key communication theories, methods, technical terms and principles in preparation of their oral presentations and the critiquing of others oral presentations.
- Evaluate and analyze the oral presentations of others and themselves in terms of the verbal, nonverbal and paralingual standards that are set for this course.
- Apply competing perspectives and approaches to speaking in public
- Practice skills as both a sender and receiver of feedback after presenting or viewing a speech.
- Analyze and detect ethical factors in the presentation.
- Select the appropriate pattern of organization for the audience, topic and occasion
- Conduct audience analysis and apply/adapt to all presentations.
- Identify a topic and construct a clear Central Idea statement.

- i. Based on the Central Idea statement, construct a speech which fulfills the criteria established for the given assignment.
- j. Use and report required research during speeches.

**D. Method of Instruction:** Primary but not exclusive instructional methods include, lecture, group projects, group discussion, individual and team presentations, research, Blackboard or other online modules and assignments.

## F. ASSIGNMENTS

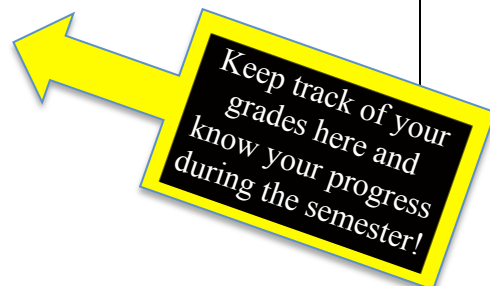
### Course Overview, Grades\*\* and Grading Scale

The values for the assignments in the course are listed below. Grading criteria and/or forms will be provided for all assignments. Write down your grades so you can track your progress and know your grade during the semester.

	ASSIGNMENT	Points Earned/Possible Points
SPEECH 1:	Introductory Speech	_____/25
SPEECH 2:	Three Object Speech & Outline	_____/50
SPEECH 3:	Informative Speech	_____/75
	Draft Outline & Works Cited	_____/25
	Final Outline & Works Cited	_____/50
SPEECH 4:	Persuasive Speech	_____/75
	Draft Outline & Works Cited	_____/25
	Final Outline & Works Cited	_____/50
SPEECH 5:	Group Speech & Mastery Project Participation	_____/100
	Final & Works Cited	_____/25
MLK Critique & Analysis Quiz:		_____/25
PARTICIPATION, In-Class Activities & Quizzes		_____/75
EXAM I		_____/100
EXAM II		_____/100
EXAM III		_____/100
EXAM IV		_____/100
TOTAL		_____/1000

**Grading Scale:**

A=900-1,000 points;  
 B= 800-899 points;  
 C=700-799 points;  
 D=600-699 points;  
 F=599 points and below.



\*\*All speeches and exams will be announced in advance and specific guidelines will be explained ahead of time. It is the student's responsibility to be informed of changes by attending class or by contacting the instructor in case of absence. Should there be any adjustments to the assignments, students will be notified in advance. **LATE WORK NOT ACCEPTED.**

## IV. RULES & CLASSROOM POLICIES:

**Attendance/Late Work:** Listening and evaluation of speeches are vital activities for a speech student. Tardiness or absences can negatively impact your participation in the course. **THEREFORE, REGULAR CLASS ATTENDANCE IS IMPERATIVE.** By attending class and accepting this syllabus, you agree to come to class. If work, family or other obligations may interfere with your attendance of this class, you should drop and register for the course at a time when you can devote the necessary time to it. EXCEPT FOR DOCUMENTABLE EMERGENCIES, **THERE IS NO MAKEUP WORK.** Missing or being absent or unprepared for assignments, including exams and presentations, will result in a zero (0). Absences can only be excused at the instructor's discretion with appropriate documentation or information within a reasonable time period. **If prior arrangements are not made or the instructor is not notified in a reasonable time period of extenuating circumstances, the student will receive a ZERO (0) for any work not completed.** It is the student's responsibility to stay informed of changes to the syllabus or course calendar. An absence, excused or unexcused, is not a reason for being unprepared. Students with excessive absences and/or missing assignments risk a lower grade, failing and/or being dropped from the course.

**Classroom Behavior:** This is a college class. Mature, respectful and responsible classroom behavior is expected at all times. **DISRUPTIVE, DISTRACTING OR DISRESPECTFUL BEHAVIOR TOWARDS THE INSTRUCTOR OR OTHER STUDENTS WILL NOT BE TOLERATED.** Students who fail to exhibit appropriate and professional classroom behavior will receive one warning. If inappropriate behavior continues, the student will be asked to leave. Dismissed students will receive a

and courteous to students who are presenting—do not interrupt speeches, leave or enter the room or be otherwise distracting when your peers are giving speeches.

**Diversity & Inclusiveness:** All persons regardless of gender, age, class, race, religion, physical disability, sexual orientation, etc. shall have equal opportunity without harassment in this course. This includes inappropriate comments regarding diversity and inclusiveness in class or in speeches. Please discuss any problems with harassment in confidentiality with your instructor.

**Work Guidelines:** Students are expected to follow instructions and submit work on time. All work prepared out of class should be typed. Work should also be proofread to avoid errors in grammar, spelling, etc. Students are expected to do their own work and research. All assignments must reflect the student's own ideas and research must be cited.

**Dropping the Course:** If necessary, it is the responsibility of the student to drop the course by the date indicated in by the school calendar.

## V. ACADEMIC MISCONDUCT

The University of Texas El Paso prides itself on its standards of academic excellence and students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.

## VI. CASS POLICY

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu). Or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass). CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

## VI. COURSE CALENDAR\* (\*Subject to Change):

While not anticipated, due to unforeseen circumstances or class needs, any necessary changes or updates to the calendar will be announced in class or via e-mail. It is the student's responsibility to stay informed of changes by attending class, contacting a classmate or by contacting the instructor in case of absence. You should read the indicated chapters BEFORE coming to class as not all chapters will be discussed in detail during class.

August 25<sup>th</sup>—Introduction, Syllabus Review & Introductory Speech; Communication Model, 3 Object Speech assigned; Chapters 1- 3 & 5  
September 1<sup>st</sup> — Audience Analysis, Beginning & Ending the Speech; Chapters 9 & 11  
September 8<sup>th</sup> —3 Object Speech Due; Quiz-Speech Delivery Critique; Chapters 12 & 14  
September 15<sup>th</sup>— Exam I (Chapters 1-3, 5, 9, 11, 12, 14)  
September 22<sup>nd</sup> — Speaking to Inform, Informative Speech Assigned; Visual Aids/ Selecting a Topic; Chapters 4, 6, 7, 10, 13  
September 29<sup>th</sup>— Informative Research  
September 30<sup>th</sup>— Exam II (Chapters 4, 6, 7, 10 & 13), Informative Draft Outline Due  
October 6<sup>th</sup>—Informative Speech Due  
October 13<sup>th</sup>— Speaking to Persuade, Persuasive Speech Assigned; Chapters 15 & 16  
October 20<sup>th</sup>— Persuasive Speech Research  
October 27<sup>th</sup>— Exam III (Chapters 15 & 16), Draft Outline Due  
November 3<sup>rd</sup>— Persuasive Speech Peer Rehearsal  
November 10<sup>th</sup>—Persuasive Speech Due  
November 17<sup>th</sup>—Small Group, Chapters 17 & 18; Mastery Project Group Problem Solving Skills Application  
November 24<sup>th</sup>—Exam IV (Chapters 17 & 18)  
December 1<sup>st</sup> —Mastery Project Rehearsal & Final Outline Due  
**Tuesday, Dec 8<sup>th</sup> 7:00 pm – 9:45 pm**---FINAL EXAM MEETING---Mastery Project Presentations



The newest computer compound, can merely at speed, the oldest problem in relations between human beings and in the end, the communicator will be confronted with the old problem, of what to say and how to say it.

- Edward R. Murrow

## Criteria Used for Evaluating Speeches

**The *average speech* (grade C) should meet the following criteria:**

1. Conform to the kind of speech assigned—informative, persuasive, etc.
2. Be ready for presentation on the assigned date
3. Conform to the time limit
4. Fulfill any special requirements of the assignment—preparing an outline, using visual aids, conducting an interview, etc.
5. Have a clear specific purpose and central idea
6. Have an identifiable introduction, body, and conclusion
7. Show reasonable directness and competence in delivery
8. Be free of serious errors in grammar, pronunciation, and word usage

**The *above average speech* (grade B) should meet the preceding criteria and also:**

1. Deal with a challenging topic
2. Fulfill all major functions of a speech introduction and conclusion
3. Display clear organization of main points and supporting materials
4. Support main points with evidence that meets the tests of accuracy, relevance, objectivity, and sufficiency
5. Exhibit proficient use of connectives—transitions, internal previews, internal summaries, and signposts
6. Be delivered skillfully enough so as not to distract attention from the speaker's message

**The *superior speech* (grade A) should meet all the preceding criteria and also:**

1. Constitute a genuine contribution by the speaker to the knowledge or beliefs of the audience
2. Sustain positive interest, feeling, and/or commitment among the audience
3. Contain elements of vividness and special interest in the use of language
4. Be delivered in a fluent, polished manner that strengthens the impact of the speaker's message

**The *below average speech* (grade D or F) is seriously deficient in the criteria required for the C speech.**