

**Comm 1301 Public Speaking**  
**FALL 2014 CRN# 14160**  
**University of Texas at El Paso**

**I. Instructor Information**

**Instructor:** Keri Moe

**Email:** KLMOE@utep.edu

**Phone:** [915-373-5096](tel:915-373-5096)

\*(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.

**II. Text and Materials:**

- 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.  
**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 go to the library and read or purchase at least three current events publications such as New York Times, Time, Newsweek or other periodicals. Students should also 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 may be posted on Blackboard

**III. Course Requirements:**

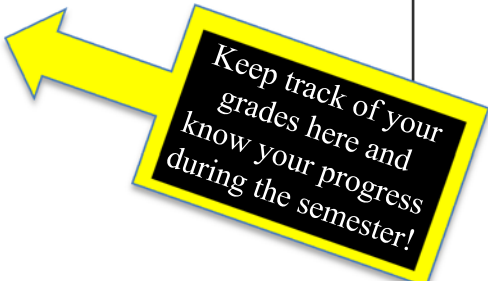
**Objective--**To teach students how to communicate ideas clearly, construct messages and effectively speak in public. Students will learn how to organize, prepare and deliver speeches. The course will also help students identify and understand theories, methods, technical terms and principles of public speaking and apply this information to specific speaking situations.

**IV. Course Overview and Grades\*\***

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. **LATE WORK NOT ACCEPTED.**

### III. Instructor Policies:

**Attendance/Late Work:** Listening and evaluation of speeches are vital activities for a speech student. 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 zero (0) for any work not completed and risk being dropped from the course or receiving a lower grade. Be respectful 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. **Academic dishonesty, including plagiarism, is not acceptable. Students must give credit and document sources of all research that is not original. Failure to maintain academic integrity could result in failing the assignment, failing the course for the semester and/or being reported to University administration for further disciplinary action.**

**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.



The newest computer compound, 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

**Calendar (\*Subject to Change):** 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

\*Chapters 1&2

August 27<sup>th</sup> —Communication Model, 3 Object Speech assigned

\*Chapters 3 & 5

September 1<sup>st</sup>— Institutional Holiday, N☺ Class!

\*Chapters 9 & 11

September 3<sup>rd</sup> — Audience Analysis, Beginning & Ending the Speech

September 8<sup>th</sup> —3 Object Speech Due

\*Chapters 12 & 14

September 10<sup>th</sup>— Quiz-Speech Delivery Critique

September 15<sup>th</sup>— Exam I (Chapters 1-3, 5, 9, 11, 12, 14)

\*Chapters 4, 6, 7

September 17<sup>th</sup>— Speaking to Inform, Informative Speech Assigned

\*Chapters 10, 13

September 22<sup>nd</sup>—Visual Aids/ Selecting a Topic

September 24<sup>th</sup>— Informative Conference, Draft Outline Due

September 29<sup>th</sup>— Exam II (Chapters 4, 6, 7, 10 & 13)

October 1<sup>st</sup>—Informative Speech Due

October 6<sup>th</sup>—Informative Speech Due

October 8<sup>th</sup>—Informative Speech Due

\*Chapters 15 & 16

October 13<sup>th</sup>— Speaking to Persuade, Persuasive Speech Assigned

October 15<sup>th</sup> – Persuasion

October 20<sup>th</sup>— Exam III (Chapters 15 & 16)

October 22<sup>nd</sup>—Persuasive Conference, Draft Outline Due

October 27<sup>th</sup>—Persuasive Speech Research

October 29<sup>th</sup>— Persuasive Speech Peer Rehearsal

November 3<sup>rd</sup>— Persuasive Speech Due

November 5<sup>th</sup>—Persuasive Speech Due

November 10<sup>th</sup>— Persuasive Speech Due

\*Chapters 17 & 18

November 12<sup>th</sup>— Speaking In Groups, Mastery Project & Groups Assigned

November 17<sup>th</sup>— Mastery Project Small Group Problem Solving Skills Application

November 19<sup>th</sup>—Mastery Project Group Research

November 24<sup>th</sup>— Mastery Project Conference & Draft Outline Due

November 26<sup>th</sup>—Exam IV (Chapters 17 & 18)

December 1<sup>st</sup>—Mastery Project Conference & Final Outline Due

December 3<sup>rd</sup>—Mastery Project Rehearsal

**Wednesday, Dec 10th 7:00 pm – 9:45 pm---FINAL EXAM MEETING—Mastery Project Presentations**

## 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.**