COMM 1: Public Speaking

(CRN: 46745, 45514, 48471)

Instructor	Tina Lim
Telephone	(408) 475-7823 (text only)
Email	limtina@deanza.edu
Office Hours	Wednesdays 2-3PM (on Zoom) and by appointment
Zoom Office	https://fhda-edu.zoom.us/j/8901639268
Class Day / Time	Fully Asynchronous Class with **three mandatory scheduled meetings** for speech performances in Weeks 4, 7 & 11
General Education Category	Course meets the Communication Requirement
Prerequisite	Eligibility for English 1A or ESL 5

Catalog Description

Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, assess, organize, present, and evaluate public presentations. Students will develop and apply effective research strategies.

Student Learning Outcome Statements (SLO)

- **Student Learning Outcome 1:** Organize, compose, present, and critically evaluate information and persuasive presentations appropriate in content and style to the audience and situation.
- **Student Learning Outcome 2:** Display increasing confidence in speaking extemporaneously.
- **Student Learning Outcome 3:** Demonstrate effective listening in various public speaking contexts.
- **Student Learning Outcome 4:** Identify, locate, evaluate and use of information technologies and information sources.

Course Materials

- Public Speaking Project: The Virtual Text. Download at https://socialsci.libretexts.org/Bookshelves/Communication/Book3A_Public_Speaking_(The_Public_Speaking_Project) or view on Canvas.
- Reliable internet access on device with camera and microphone
- Notecards

Participation and Late Work Policy

Public speaking is an intensive skill building class for most students – a class that involves and evolves from our collective discussions and risk-taking. This means that it is in your best interest to actively participate in all activities and assignments on Canvas in a timely manner. The due dates posted on Canvas will keep you on track to finish all coursework and there are other incentives for being on time; however, it is OK to submit late work for partial credit. It is always better to submit something late, rather than not submitting it at all.

Classroom Protocol

While ours is an asynchronous class, **there are three required meetings (75 minutes each) where you will present and evaluate speeches**. During these meetings, the majority of your time will likely be as audience members for peer speeches. It is not easy to stand up in front of a group of your peers and deliver a speech. If you arrive late on speech day, please wait in the Zoom waiting room; I will let you in as soon as the speech is over. Please also be aware of your non-verbal behavior during speeches. It can be difficult to deliver a speech when the majority of the audience has their cameras off; try to keep your cameras on as much as possible. Please be a good audience member and respectfully listen to speeches.

To help foster a productive learning environment, let's all work to do the following:

- interact respectfully with others
- embrace diverse perspectives and viewpoints

Interaction and communication with me are strongly encouraged. In addition to my specifically posted office hours, I am available by appointment. Text message is the preferred (and fastest) method of communication, second to face-to-face (Zoom). Be aware that all communication is returned as soon as I'm "back at work" so it may not be immediate, but usually within a 24-hour period.

Assignments

To receive full credit, all assignments should be typed, proofread, appropriately referenced, and turned in on the day they are due. In order to complete the three major speeches (demonstrative, informative and persuasive) and their self-evaluations on time, you are required to turn in an electronic copy to Canvas by 11:59 p.m. on the due date. Please, contact me well before the deadline if you have any questions about this process.

Detailed information about each assignment is available on Canvas.

- Preparation/Participation. **65 points.** You earn points based on your participation in class Canvas activities which may include: Personal Informative Survey, Syllabus Quiz, Discussion questions, Kahoots and reading quizzes.
- Speech Performances There are three major speech performances which must be presented live and three introductory speeches which can be presented asynchronously. You will choose your major speech performance dates at the beginning of the quarter so you can arrange your schedules to accommodate these *three 75-minute mandatory meetings*. You must submit a topic proposal, an outline and self-evaluation to receive credit for each speech.

- o *Demonstrative Speech*: **165 points**. A 4-6 minute "how to" speech teaching the audience a skill that will improve their lives.
- o *Informative Speech*: **210 points**. A 4-6 minute researched informative speech on a socially significant topic about which the audience does not already have a lot of knowledge.
- o *Persuasive Speech*: **250 points**. A 4-6 minute persuasive speech designed to convince and motivate your audience to take some immediate action about a socially significant problem.
- o *Practice Speeches*: **50 points**. These informal speeches will be used to practice speech structure and delivery in preparation for major speech assignments. The topics will vary. You will need to prepare, but there is no research component.
- o *Outlines*: You must submit a typed 500-1000 word (not including the bibliography) complete-sentence outline with an annotated bibliography for each major speaking assignment by the date and time noted on the class calendar. Submit your outline electronically to Canvas.
- Peer Evaluations. **60 points.** You will evaluate peer speeches during the required speech performance meeting sessions.
- Exams: **200 points**. There will be numerous reading assessment quizzes throughout the quarter. They are timed, open book, open notes and unlimited chances to take it. There will be a cumulative final exam which is timed, open book and open notes, but you only have 2 attempts.

Grade Scale

Your final grade is based on the following percentage scale (out of 1000 points):

- 98% and above = A+ / Between 94% and 97.99% = A / Between 90% and 93.99% = A-
- 88% and above = B+ / Between 84% and 87.99% = B / Between 80% and 83.99% = B-
- 78% and above = C+ / Between 74% and 77.99% = C / Between 70% and 73.99% = C-
- 68% and above = D+ / Between 64% and 67.99% = D / Between 60% and 63.99% = D-
- Below 60% = F

Policies

Academic Integrity

I will uphold DeAnza College's policy on academic integrity. For additional information, see the Student Handbook Academic Integrity Policy. You should, therefore, submit your own, original work for this course. Consequently, an instance of academic misconduct (e.g., plagiarism, cheating, taking credit for others' work, submitting work for another course as work for this one, etc.) will likely result in a failing course grade.

Class Policy for AI Tools

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. For example, text generated using ChatGPT should include a citation such as: "Chat-GPT. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. https://chat.openai.com/" Material generated using other tools should follow a similar citation convention.

Tentative Class Schedule

This schedule is subject to change with fair notice. I will announce any changes in class and on the class Canvas website.

week	date	description	reading	assignments due
1	4/7	Introduction & Course Overview Basics of Public Speaking Credibility Methods of Speech Delivery	Ch. 1 Harvard Ch. 12.2	Student Personal Info Class Demographic Survey Schedule Major Speeches Weekly Kahoot & Practice Speech
2	4/14	Goals of Speaking Planning Your Speech Topic Selection Audience Analysis	Ch. 1.5 Ch. 8.2 Ch. 5	Eat Here Presentation & Peer Eval Eat Here Self Evaluation Speech 1 Topic Proposal Weekly Kahoot & Assessment
admin	4/20	Last day to add classes Last day to drop without a W		
3	4/21	Introduction, Conclusion Transitions Organizing & Arranging Points Outlining Delivery	Ch. 9 Ch. 8.4 Ch. 8.3 Ch. 8.5 Ch. 12	Speech 1 Outline - Rough Draft Speech 1 Audience Analysis Weekly Kahoot
4	4/28	Speech 1: Demonstrative		Speech 1 Practice Speech 1 Performance Speech 1 Outline Speech 1 Peer Evaluations
5	5/5	Informative Speaking Research Strategies & Resources Oral vs Written Language	Ch. 15 Ch. 7	Speech 1 Self Evaluation Speech 2 Topic Proposal Weekly Kahoot, Practice Speech & Assessment
6	5/12	Language & Style Attention Factors Presentation Aids Practice	Ch. 10 Inc. Ch. 13 Ch. 12.6	Give & Take Speech 2 Audience Survey(s) Weekly Kahoot Speech 2 Outline Rough Draft

7	5/19	Speech 2: Informative		Speech 2 Practice Speech 2 Performance Speech 2 Outline Speech 2 Peer Evaluations
8	5/26	Persuasive Speaking Motivational Appeal	Ch. 16	Speech 2 Self-Evaluation Speech 3 Topic Proposal Weekly Kahoot, Practice Speech
admin	5/30	Last day to drop with a W		
9	6/2	Persuasive Strategies		Give & Take Speech 3 Audience Survey(s) Weekly Kahoot, Practice Speech & Assessment
10	6/9	Logical Reasoning Fallacies in Reasoning	Ch. 6	Speech 3 Outline Rough Draft Weekly Kahoot
11	6/16	Speech 3: Persuasive		Speech 3 Practice Speech 3 Speech Performance Speech 3 Outline Speech 3 Peer Responses
final	6/23	Final Exam Week		Final Exam Major Speeches Self-Evaluation