

C & J 130 (25): Public Speaking

Spring 2012

Tues. & Thurs. 11:00-12:15

C & J 245

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Course Objective:

The objectives of this course are (1) to develop skills in presentational speaking that are appropriate to a variety of communication contexts; (2) to acquire the skills necessary to critique the presentation of others; (3) and to enhance critical thinking and critical listening skills.

Required Reading:

Dan O'Hair, Hannah Rubenstein, and Rob Stewart (2007). *A Pocket Guide to Public Speaking* (3rd Edition). Boston: Bedford/St. Martin's.

Course Requirements:

The following criteria will be used to determine your final grade based on straight percentage of 200 possible points. In addition to the graded assignments, students are expected to attend class, participate in classroom discussions and exercises, and keep up with any assigned readings. Also, refer to the **C & J 130: General Syllabus** at www.unm.edu/~cjdept/curriculum/syllabi/130syllabus.htm for further information.

4 quizzes @ 10 points each (lowest score dropped)	30 points
Self-Introduction Speech	15
Special Occasion Speech	20
2 Speech Plans (10 points each)	20
Thematic Panel Informative Speech	40
Persuasive Speech	45
Opinion Essay	<u>30</u>
Total	200

Grading Scale:

200-195 = A+	159-154 = C+
194-187 = A	153-147 = C
186-180 = A-	146-140 = C-
179-174 = B+	139-134 = D+
173-167 = B	133-127 = D
166-160 = B-	126-120 = D-
	119 and below = F

Description of Graded Assignments

Quizzes (10 points each): There will be no midterm or final exams but there will be 4 quizzes covering the material in the textbook, handouts, lectures, and class discussions. You will be allowed to **drop your lowest quiz score**. **There will be no make-up for missed quizzes**. However, you may arrange to take a quiz prior to the class period in which it will be given if you know you will be unable to attend class that day.

*Self-Introduction Speech: The Snapshot (15 points): For this speech you are asked to bring a photograph of yourself that captures or represents a significant moment, event, or period of your life. This will serve as the central theme of your self-introduction speech in which you relate the photograph to things like where you came from, why it represents a significant moment, event, or period in your life, and how it influenced who you are today. This speech is expected to be **2-3 minutes** in length. No sources and no speaking plan are required for this speech.

*Special Occasion Speech (20 points): For this speech, you will draw the occasion and the purpose of the speech from a hat. For example, you may draw the following scenario: You have just won the "Student of the Year" award from UNM. You are asked to present your acceptance speech at the awards ceremony where faculty, students, parents and University VIPs will be in attendance. You will draw the topic several class periods in advance of your assigned speaking date to give you time to prepare it. This speech is expected to be **3-4 minutes** in length and no sources are required. No speaking plan is required for this speech.

**Speaking Plans (2 @ 10 points each): Written speaking plans are required for the informative speech and the persuasive speech and are due the day you are scheduled to present your speech. Speaking plans should be typed and should follow the format of the sample plan on page 4 of this syllabus.

*Thematic Panel: Informative Speech (40 points): The primary focus of this speech is to prepare and present information on a theme of importance to your audience. Since the purpose of this speech is to inform or enhance the audience's knowledge, it is probably best to keep away from highly controversial issues like abortion or marijuana legalization. Pick a theme that is timely, interesting, and relevant and one that is broad enough to have five or six sub-topics that each speaker in the panel can address. We will discuss possible themes and brainstorm ideas in class.

Each group (members to be assigned) will be responsible for choosing a theme and assigning a related topic to each speaker. Each speaker is expected to speak for **5-6 minutes** and follow the recommended format discussed in class. For each speaker, a minimum of **3 credible sources** as well as a **speech plan are required**. You will be graded only on your own part of the presentation, not on the group as a whole. You will be given class time to plan and organize the panel.

*Persuasive Speech (45 points): The main purpose of this speech is to encourage others to change in particular directions, persuading them to think as you do, to accept your proposal, or to act in ways you believe are most appropriate. Once again, you choose the audience and setting. I encourage you to avoid cliché topics like the death penalty, abortion, or drug legalization, and to focus on topics that are of particular relevance to you. Examples would be to persuade the UNM Regents not to increase tuition, or to

persuade your classmates to recycle. This speech is expected to be **7-8 minutes** in length and at least **4 credible sources** are required to be cited in the speech. However, more should be cited if necessary and appropriate. **A speaking plan is required.**

****Opinion Essay (30 points):** Many of the skills that you learn in public speaking also apply to writing (organization of thoughts, clear transitions, sound supporting material, logical thought processes, introductions, conclusions, etc.). In this **2-3 page** essay, you will state an opinion on a topic of your choice and elaborate and support that opinion. Further suggestions and ideas for this essay will be discussed in class.

*Because time management is a critical speaking skill and because of limited class time, you should strive to keep your speech within the time limits. Points will be deducted for speeches that do not meet the time limits.

*All speeches should be delivered extemporaneously. You may use as many notes as you like, but don't read to the audience.

**All written assignments should be typed and attention should be paid to the crafting of the work (e.g. spelling, typos, organization, sentence structure, etc.).

Policies:

Attendance: Because this course requires your presence on assigned speaking days as well as your involvement as audience members for your classmates, attendance is essential. You are allowed **4 free absences**. After that, **3 points will be deducted for each absence** from your total points at the end of the semester. Attendance will be taken at the beginning of each class period and late arrivals are responsible for insuring that their names get on the attendance sign-up sheet.

Speaking Assignments: You are expected to be prepared to present on your assigned speaking date. The grade for any presentation not delivered when scheduled will automatically be **lowered one letter grade** unless prior arrangements have been made with the instructor. Keep in mind that time may not allow a speech to be made up so if you miss your assigned presentation day, you may receive no points for that speech. **You are only allowed to make-up one missed presentation.**

Written Assignments: You are expected to complete all written assignments and turn them in by the beginning of the class period on the specified dates. Speaking plans are due on the day you are assigned to present your speech. **Points will be deducted for late submissions.**

Students with Disabilities: Qualified students with disabilities needing appropriate academic adjustments should contact me as soon as possible to insure your needs are met in a timely manner. Handouts are available in alternative accessibility formats upon request.

Daily Schedule: We will be following the course as it is outlined in the daily schedule. However, Dr. Hendry reserves the right to make minor adjustments to the schedule as necessary. Students will be given ample, fair notification of any necessary changes.

Welcome to the Class!!!

Sample Speaking Plan
Speaking Plan for “Xeriscaping”

I. Introduction:

- A. Attention-getting opener (Write out): One of the most fascinating places in the Southwest is Chaco Canyon. If you’ve ever visited the eerie remnants of this once magnificent culture, you know that civilizations do disappear when the water dries up. The inhabitants of Chaco Canyon are believed to have vanished sometime around 1300 AD as a result of a 25-year drought.

- B. Thesis Statement: (Write out): Wise water use is essential and xeriscaping is an important part of that.

- C. Forecast (outline):
 - 1. Why conservation is essential
 - 2. Non-native versus native plant water use
 - 3. The beauty of xeriscape

II. Body: (outline your main points and indicate supporting material or forms of elaboration)

- A. Water conservation in the desert Southwest is essential.
 - 1. Water is becoming more and more scarce.
Support: State Engineer Statistics
 - 2. Landscaping is the biggest domestic use of water.
Support: Pie chart on percentages from State Engineer

- B. Commonly used landscaping plants use significantly more water than native plants.
 - 1. Examples of commonly used yard plants
Support: Chart on water needs of commonly used plants from City of Albuquerque *How to Guide to Xeriscaping*
 - 2. Comparison of native plants
Support: Chart on water needs of native plants from City of Albuquerque *How to Guide to Xeriscaping*

- C. Xeriscape is beautiful and easy.
 - 1. Xeriscape, done right, looks great.
Support: Refer to pictures of beautiful xeriscaped yards in Albuquerque,
 - 2. Xeriscape is easy to do.
Support: Quotation from Judith Phillips, author of *Native Plants and Southwestern Landscapes*

III. Conclusion (Write out in paragraph form): Mark Reisner, in his highly acclaimed book, *Cadillac Desert*, points out that at the current rate of water mining, the underground supplies of water in the Southwest will be mostly gone in 100 years. Will we, like the mysterious inhabitants of Chaco Canyon simply disappear with the water or can we find a way to sustain our civilization? Xeriscaping is only one small part of the entire picture, but it is something that we can all do.

Sources cited:

- 1. New Mexico Office of the State Engineer (2005). Statistics on Water Use (2005). Retrieved August 8, 2005, from www.ose.state.nm.us/
- 2. City of Albuquerque (2004). *How to Guide to Xeriscaping*.
- 3. Reisner, Mark (1993). *Cadillac Desert: The American West and Its Disappearing Water*. New York: Penguin Books.
- 4. Phillips, Judith (2003). *Native Plants and Southwestern Landscapes*.

Daily Schedule

Reading Assignment (to be read for
the corresponding class period)

Jan.		
T. 17	Introduction to the Course	
Th. 19	Uniquely Human Speech	Part One
T. 24	Test Your Public Speaking Knowledge	
Th. 26	Communication Apprehension	Part Two
T. 31	Self-Introduction Speeches	
Feb.		
Th. 2	Self-Introduction Speeches	
T. 7	Quiz 1 (Parts 1 & 2 plus lectures)	
Th. 9	Impression Management	Part Three
T. 14	Organizing Your Speech	Part Four
Th. 16	Special Occasion Speeches	
T. 21	Special Occasion Speeches	
Th. 23	Catch-up and Review	
T. 28	Quiz 2 (Parts 3 & 4 plus lectures)	
Mar.		
Th. 1	Political Correctness	Part Five
T. 6	Propaganda	Part Six
Th. 8	Quiz 3 (Parts 5 & 6 plus lectures)	
T. 13	SPRING BREAK—NO CLASS	
Th. 15	SPRING BREAK—NO CLASS	
T. 20	Opinion Essay Due —Informal reports	
Th. 22	Informal reports of Opinion Essay	
T. 27	The Canons of Rhetoric	Part Seven
Th. 29	PowerPoint Principles	
Apr.		
T. 3	Thematic Panel prep time	

- Th. 5 **Thematic Panel Presentations 1 & 2**
- T. 10 **Thematic Panel Presentations 3 & 4**
- Th. 12 **Thematic Panel Presentations 5 & 6**
- T. 17 Persuasive Speaking
- Th. 19 **Persuasive Speeches**
- T. 24 **Persuasive Speeches**
- Th. 26 **Persuasive Speeches**
- May.**
- T. 1 Catch-up and Review
- Th. 3 **Quiz 4 (Part 7 plus lectures)**
- T. 8 **FINALS WEEK—NO CLASS!!**