COMM 1300: Public Speaking

Department of Communication

University of Colorado

Dr. John P. Jackson,

Course Description:

The goal of Comm 1300 is to learn how speakers and audiences interact. The course combines lecture, discussion, readings, speeches, and other exercises in order to:

1. Become a confident, articulate and ethical speaker by gaining both theoretical and practical knowledge of public speaking and related communication processes.
2. To learn to analyze and adapt speech content and delivery for different rhetorical situations.
3. To research, think critically, and organize ideas to create a clear, concise and engaging presentation.
4. To practice public speaking skills as both a speaker and observer.
5. To become familiar with introductory concepts in rhetoric and how to think rhetorically.

Instructor: Dr. John P. Jackson, Jr. Contact Information. Some Frequently Asked Questions are answered on the Comm 1300 FAQ.

Some Assumptions: I think this is a great class. I think it is important, challenging, rewarding, and fun. I will come to class everyday and try to bring my enthusiasm with me. My assumption is that you feel the same way about this class. From the first day I'm going to assume that you are as excited by the class as I am. What this means is that you and I need to prepare for the class; we've been thinking about it, we've been reading the material, we've been looking for examples of the class material in our lives and are ready to share them with each other. Some days we will discuss things. Some days I need to lecture just to get some information to you. Some days we will do both. Some days you'll need to take notes. Some days you won't. Some days we will do impromptu speeches. Let me know if you think we need to shake things up during the semester and we'll try out some different kinds of classroom experiences.

Coursework:

Text: There is no required purchase for this class. We will be using an online text from The Public Speaking Project.

Speeches: Students give five major speeches during the course: a self-introduction speech, an informative speech, a persuasive speech designed to encourage action, a persuasive speech designed to change attitude, and a special occasion speech. Impromptu and practice speeches are also given.
In the first two weeks of the course each student will commit to a speaking schedule over the semester. Students are responsible for adhering to this schedule. **Failure to speak on a scheduled date renders a score of 0 for that speech. There are no exceptions to this policy except documented religious, legal, University, or physician’s excuses.**

Speech scores are calculated on two components: oral presentation (ca. 80%) and a written outline (ca. 20%). Outlines must be typed, double-spaced, proofread, and stapled. The course website provides one speech and one outline evaluation form with each speech requirement sheet. Each student should hand in the evaluation forms and their full sentence outline to the instructor at the time of the speech. Late written work will not be accepted.

In public speaking it is vital to present within one’s allotted time. In this course each speech has a minimum and maximum time for presentation. Students are penalized 1% for finishing under time and 2% for finishing over time, for every 15 seconds the student is over or under time.

**Examinations:** There is a midterm examination during Week 8 of the semester and a final comprehensive examination **The final examination is scheduled for Saturday, May 3, 4:30-7pm.**

No make-up examinations will be given except in extraordinary circumstances. The final examination must be taken during the final examination period. The only exception (university policy) is if three or more final examinations are scheduled for a student on a given exam day. If you need special arrangements for examinations, please see the disabilities statement below. **Contact your instructor with a written memorandum by the sixth week of classes if this is the case.**

**Attendance** Class attendance, especially on days student speeches are given, is important and expected. There is no penalty for missing three classes during the course of the semester. For every class you miss after three you will be penalized 10 points from your final point total for the class. The only exception to this rule is a documented religious, legal, University, or physician’s excuse. Failure to attend section during the first week of class will result in you being dropped from the class.

**Points Available:**

**Speeches:**

- Self-Introduction speech 50
- Informative speech 100
- Persuasive/action speech 150
- Persuasive/attitude speech 200

- Special Occasion Speech 30

**Other Points:** 170

**Examinations**

- Midterm 100
- Final 200
Total Points Available: 1000

The final letter grade for the course will be assigned as follows:

A   1000-933
A-  932-900
B+  899-866
B   865-833
B-  832-800
C+  799-766
C   765-733
C-  732-700
D+  699-666
D   665-633
D-  632-600
F   599-0

Class Calendar:

Week 1 (Jan. 13-17): Themes and Goals.
Reading: Chapter 1 for Wednesday, Chapter 12 for Friday, The Public Speaking Project.

Stuff you should be working on beginning this week:
Self-Introduction Speech to be giving week 3:

Self Introduction Speech Assignment
Step-by-Step Guide to Preparing Your First Speech
Outline Format for Self-Introduction Speech
Self-Introduction Speech Evaluation Form
Self-Evaluation Report #1

Reading: Chapter 2 for Wednesday, Chapter 3 for Friday: The Public Speaking Project.
No Class, Jan. 20: MLK Day

Week 3 (Jan. 27-31): Organization.
Self-Introduction Speeches, MONDAY

Reading: Chapter 8, The Public Speaking Project.

Stuff you should be working on beginning this week:
Informative Speeches to be givin Week 5:
Informative Speech Assignment
Outline Format For Informative Speech
Informative Speech Evaluation Form
Informative Outline Evaluation Form
Self-Evaluation Report #2

Week 4 (Feb. 3-7): Introduction to Informative Speaking.
Reading: Chapter 15 for Monday, Chapter 9 for Wednesday, The Public Speaking Project.

Week 5 (Feb 10-14): Informative Speaking
Informative Speeches: MONDAY, WEDNESDAY

Week 6 (Feb. 17-21): Topics and Research.
Reading: Chapter 7 for Monday, Chapter 6 for Wednesday, The Public Speaking Project.

Stuff you should be working on beginning this week:

Persuasive/Action Speech to be given Week 10

Persuasive/Action Speech Assignment
Monroe’s Motivated Sequence
Persuasive/Action Speech Evaluation Form
Persuasive/Action Outline Evaluation Form
Self-Evaluation Report #3

Week 7 (Oct. 24-28): Midterm Examination.

MIDTERM EXAM ON FRIDAY, Feb. 28.

Week 8 (Mar. 3-7): Introduction to Persuasive Speaking.
Reading: Chapter 16 for Monday, The Public Speaking Project.

Chapter 17 for Wednesday

Week 9 (Mar. 10-14): Persuasive Speaking
Persuasive/Action Speeches all Week.

Week 10 (Mar. 17-21): Ethics and Arguments.
Readings, Chapter 3, The Public Speaking Project.

Persuasive/Attitude/Hostile Audience Speech to be given Week 14:

Persuasive/Attitude Speech Assignment
Sample Audience Questionnaire
Persuasive/Attitude Speech Evaluation Form

Week 11 (Mar. 24-28): SPRING BREAK!
Week 12 (Mar. 31-Apr. 4): Getting back to work!

Week 13 (Apr. 7-11): Persuasive/Attitude Speeches: All WEEK

Week 14 (Apr. 14-18): To Be DECIDED


Reading: Chapter 17, The Public Speaking Project.

Special Occasion Speeches Friday.


The final examination is scheduled for Saturday, May 3, 4:30-7pm.

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Other Important Information:

(1) On Disabilities: If you qualify for accommodations because of a disability, please submit to me a letter from Disability Services in a timely manner so that your needs be addressed. Disability Services determines accommodations based on documented disabilities. Contact: 303-492-8671, Willard 322, and http://www.Colorado.EDU/disabilityservices

If you have a temporary medical condition or injury, see guidelines at:

http://www.colorado.edu/disabilityservices/go.cgi?select=temporary.html

Disability Services' letters for students with disabilities indicate legally mandated reasonable accommodations. Answers to Frequently Asked Questions can be found at:

http://www.colorado.edu/disabilityservices

(2) On Religious Observances: Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. In this class, let me know of any need you have in this area as soon as possible in the semester. See full details at: http://www.colorado.edu/policies/fac_relig.html

(3) On Classroom Behavior: Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. See policies at: http://www.colorado.edu/policies/classbehavior.html and at: http://www.colorado.edu/studentaffairs/judicialaffairs/code.html#student_code
(4) **On Discrimination and Sexual Harassment:** The University of Colorado at Boulder policy on Discrimination and Harassment, the University of Colorado policy on Sexual Harassment and the University of Colorado policy on Amorous Relationships apply to all students, staff and faculty. Any student, staff or faculty member who believes s/he has been the subject of sexual harassment or discrimination or harassment based upon race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status should contact the Office of Discrimination and Harassment (ODH) at 303-492-2127 or the Office of Judicial Affairs at 303-492-5550. Information about the ODH, the above referenced policies and the campus resources available to assist individuals regarding discrimination or harassment can be obtained at: [http://www.colorado.edu/odh](http://www.colorado.edu/odh)

(5) **On the Honor Code:** All students of the University of Colorado at Boulder are responsible for knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct shall be reported to the Honor Code Council ([honor@colorado.edu](mailto:honor@colorado.edu); 303-735-2273). Students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the faculty member and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). Other information on the Honor Code can be found at: [http://www.colorado.edu/policies/honor.html](http://www.colorado.edu/policies/honor.html) and at: [http://www.colorado.edu/academics/honorcode/](http://www.colorado.edu/academics/honorcode/)