

Moberly Area Community College Common Syllabus

SPK101 Public Speaking

Current Term

Instructor:

Office number:

Office hours:

Response Time: I typically respond to student emails within 24 hours, Monday through Friday.

Contact information:

Classroom number:

Section number(s):

Class days and time:

Catalog Description: SPK101 Public Speaking (3-0-3)

This course studies the role of speaking in communication in both formal and informal situations. The course includes a study of the communication process, the role of the listener, methods of speech organization, informative and persuasive techniques, and effective delivery. (FA, SP, SU)

Prerequisite/Corequisite: None

Text: The text is an ebook included with the class. There is no print option available in the MACC bookstore.

Title: *Art of Public Speaking*

Author: Lucas

Edition: 13th Edition

Publisher: McGraw Hill

Other Required Materials: None

Purpose of Course: Public Speaking will help students develop effective oral communication skills. Students will develop analytical and critical thinking, listening, and writing skills by writing and presenting speeches, critiquing speeches and studying the communication process.

Course Objectives (CO): Upon successful completion of this course, students will be able to:

1. Explain the communication process as it occurs in a specific context;
2. Identify elements of ethical speaking;
3. Identify levels of listening and ways to improve listening skills;
4. Analyze an audience and relate a speech topic to that audience;
5. Write an appropriate goal and thesis for a speech;
6. Write an effective introduction and conclusion;
7. Demonstrate basic skills in critical thinking, reading and writing;
8. Demonstrate effective delivery techniques;

9. Organize and support a persuasive argument;
10. Demonstrate effective use of visual aids in multiple speeches.
11. Write college-level English.

Course Content:

1. The Communication Process
2. Ethical Speaking
3. Effective Listening
4. Effective Delivery
5. Analyzing the Audience
6. Writing an effective goal and thesis
7. Organizing your Speech
8. Using visual aids
9. Preparing an informative speech
10. Using supporting materials
11. Persuasive techniques

Statement to Connect Course with Institutional Student Level Outcomes:

In compliance with MACC’s Institutional Student Level Outcomes, the student who successfully completes this course will be able to meet the following institutional learning outcomes:

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.

Evaluation of Student Learning:

Students will give six speeches in this class.

Introductory speech	25 points
Narrative speech	50 points
Demonstration speech	100 points
Informative speech	100 points
Speech Analysis (Group assn.)	50 points
Persuasive speech	100 points

Preparation Outlines	Approximately 110 points
Quizzes and in-class activities	Approximately 100 points
Two tests given during the semester	will be a Midterm (150 points) and a Final (200 points).
Approximate points possible	1,000

Grading Scale:

- A – 90-100%
- B – 80-89%
- C – 70-79%

D – 60-69%
F – 0-59%

Description of Major Assignment(s)/Project(s):

- A. Introduction speech:
- B. A 2-3 minute introduction of a classmate.
- C. Narrative speech:
A personal story organized as a speech with an introduction, thesis, and conclusion; 4-5 minutes long.
- D. Demonstration speech:
A demonstration that teaches the class how to do something. An outline is required as is a visual aid. 4-6 minutes long.
- E. Informative speech:
A speech on a topic regarding an object, event, or concept. An outline is required. A bibliography of three sources is also required as are two quotes. 5-7 minutes long. Timed.
- F. Speech Analysis
With a partner, students will read, analyze, and do a presentation of a famous speech. This exercise will test student's ability to recognize organization, content, and language within a speech. Each student will be evaluated individually. Grades based on thoroughness of the analysis, organization and delivery of the presentation.
- G. Persuasive speech: A persuasive speech of your choice-either fact, value, or policy. An outline, bibliography and 2 quotes are required. 6-8 minutes long. Timed.

Schedule of Student Assignments/Activities:

Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.

Instructor Policies:

Tardiness:

Per instructor's policy

Make-up and late work:

Per instructor's policy

Extra credit:

Per instructor's policy

Collegewide Policies:

All faculty and students need to be aware of collegewide policies and procedures. Statements on Academic Dishonesty, ADA, Attendance, Title IX, and other important collegewide policies can be accessed by clicking on the following: [Collegewide Policies in Student Resources](#).