



Syllabus

Quick Links

[Course Materials](#)

[Assignments](#)

[Exams](#)

[Grading](#)

What You Should Already Know

There are no prerequisites for this course and you don't need to learn anything new before you take this course. You just need to (1) have a positive attitude, (2) study hard, and (3) complete all of the course activities.

Learning Outcomes

In assessing the state and national standards for public speaking courses, it has been decided that this course will focus on helping you master the following:

- Describe both classical and contemporary theories about persuasion and public speaking.
- Speak in an organized and effective manner.
- Prepare a complete speech outline with supporting material.
- Speak in a smooth and effective manner while emphasizing the important ideas you are trying to communicate.
- Analyze other public speeches and identify rhetorical and speaking devices used in the speeches.

Course Materials

You will need the following to successfully complete this course:

- A video recording device (for example a video recorder on computer, or video camera, or YouTube video)
- An audio recording device (for example a portable recorder, or an audio recorder on a computer, or a video camera)
- Audience members who can evaluate your performance
- QuickTime is needed to play the various video clips throughout the course

[\(Back to top\)](#)

Assignments

- Each lesson in this course is followed by a Self Check quiz. These computer-graded quizzes do not count toward your grade. They are designed to prepare you for the unit quizzes and for the final exam.
- There are seven units in this course. Each one ends with a unit quiz assignment. Unit quizzes are computer-graded and they count toward 14 percent of your final grade. The two cumulative reviews are worth an additional 10 percent of your grade. The unit quizzes and reviews are the best way to prepare for the final exam.
- "Introduction" and "Persuasive" speeches are instructor-graded assignments that will be submitted in unit 1 and unit 7. They are worth a total of 46 percent of your final grade, so you will need to do your best on them.
- Throughout the course you will complete portfolio assignments. These are instructor-graded assignments that will be submitted in two portfolios (Portfolio 1 after unit 4 and Portfolio 2 after unit 7). They count for a total of 20 percent of your grade.

Speech Assignments

"Introduction" and "Persuasive" speeches are to be submitted in the unit where they appear. The "Introduction" speech is due in unit 1 so you will receive feedback as early as possible to help you learn and prepare for the "Persuasive" speech in unit 7. "Portfolio" assignments are treated differently; they are smaller informational assignments that are collected in two groups for submission.

Portfolio Assignments

You should save each portfolio assignment as you complete it; however, make sure you do not submit any of the assignments until you have completed them all for each portfolio. Submit all assignments for each portfolio at the same time so they are all together for grading.

Video Files for Instructor-Graded Assignments

Some instructor-graded assignments require you to submit a visual file of yourself practicing different kinds of public speaking. For these assignments, the following video files will be the only acceptable files for submission:

- .WAV files
- .MOV files
- .WMF files
- .MP4 files
- Links to online websites where you have uploaded your presentation

If you submit your recording in another format, it will not be accepted. Likewise, any other forms of recordings will not be reviewed and you will be asked to resubmit your assignment.

[\(Back to top\)](#)

Exams

The final exam consists of about 50 multiple-choice and matching questions. It counts for 10 percent of your grade.

[\(Back to top\)](#)

Grading

Your final grade for this course will be determined by the following percentages.

ASSIGNMENT	PERCENTAGE
7 unit quizzes (units 1–7)	14 percent (2 percent each)
2 Cumulative Reviews	10 percent (5 percent each)
Introduction Speech (Unit 1)	23 percent
Persuasive Speech (Unit 7)	23 percent
Portfolio 1	10 percent
Portfolio 2	10 percent
Final exam	10 percent

The following grading scale will determine your final grade for this course:

GRADE	PERCENTAGE
A	93–100
A–	90–92
B+	87–89
B	83–86
B–	80–82
C+	77–79
C	73–76
C–	70–72
D+	67–69
D	63–66
D–	60–62
E (Fail)	0–59

[\(Back to top\)](#)

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[\(Back to top\)](#)

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[\(Back to top\)](#)

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