



“It usually takes more than three weeks to prepare a good impromptu speech.”
-Mark Twain

Course Name – English 111 (Speech)
Course Number (47524-201940)
Section Number (91, 92)
2019-20

Instructor: Michelle Abbadessa

Office/Hours: By appointment

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Course Information:

Credit Hours: 3 credits

Class Meeting: Periods 6 & 8

Course Description:

A public speaking course designed to develop self-confidence through several types of speaking situations: formal, informal, and impromptu. Students learn how to analyze an audience and how to prepare an effective presentation through research and use of visual aids. In addition, students learn to develop listening skills and a greater command of the English language. Constructive evaluation and videotaping of student speeches lead to self-improvement. NOTE: It is recommended that ESL students complete ESL 252 or obtain permission from an ESL instructor before enrolling in this course.

Course Objectives:

By the end of this course, students should demonstrate the following competencies:

1. The ability to be poised when speaking before a group.
2. The ability to use the English language effectively.
3. The ability to demonstrate good listening skills.
4. The ability to analyze an audience and respond to it.
5. The ability to do research and to use technology in speech making.
6. The ability to understand the importance of ethics in speech making.
7. The ability to design and use professional visual aids.

Grading/Evaluation:

90-100 = A 60-69 = D
80-89 = B below 60 = F
70-79 = C

**Please note that students earn their grades; I do not *give* grades. (the point ranges above are examples only and are at the discretion of the instructor)

All students are expected to complete a course survey/evaluation. Information will be sent to you through your LCCC e-mail. Once you complete the survey, you will receive an e-mail verifying your survey was submitted. This e-mail should be printed out and given to your instructor or e-mailed to him/her. It will be counted towards your participation grade.

Withdrawing with a “W” grade:

The instructor may drop a student for excessive absences with a grade of “W,” if the student is passing. Students may also withdraw by signing and processing the proper forms by the designated deadline. See student handbook or refer to Academic Services for details. If you choose to withdraw from this course, you must submit written paperwork to the Enrollment Services Office, AD123. The last day to withdraw with an automatic “W” is within the first five weeks of class for a 14 week class, but will vary for a 12, 9, or 6 week class. If you drop credits or withdraw from all courses financial aid will be adjusted and a balance may be owed to the college. Students with all Ws, Ys, Zs, or Fs, at the end of the semester who have not formally withdrawn will have their financial aid adjusted to the mid point of the semester which may create a balance due at the college or a grant overpayment owed to the U.S. Dept. of Education. **All students receiving financial aid should consult with the Financial Aid office before any course withdrawal, as their financial aid may be affected.**

Attendance Policy: While I do respect students as adults capable of making their own decisions, this class includes group work; therefore, it is imperative to attend class. I follow the College’s attendance policy which is essentially 3 absences per semester class. You must contact me within 24 hours of your absence, and your excuse must be valid. Leaving class early and coming to class late will be accounted for and included in the 3 classes. If you do not contact me, your absence will be considered unexcused and may result in a grade deduction. If your absences preclude you from actively participating in group work and **or delivering your speech on the specified date**, your grade will be adversely affected. Refer to the student handbook for LCCC’s policies.

Support Services for Students with Disabilities:

Students with disabilities must first contact the Office of Disability Support Services at 610-799-1156 to request course accommodations. Students are also encouraged to personally discuss arrangements with the instructor if there is a need to share medical emergency information or if there is a need for special building evacuation assistance in an emergency situation.

Tutoring:

Free tutoring is provided for all Lehigh Carbon Community College students. Contact the Educational Support Center (SH150) either in person, online, or by phone (610-799-1156) for their tutoring schedule.

Library:

The Learning Resource Center supports the research and information needs of the students at Lehigh Carbon Community College. These materials can either be accessed online from home or on campus at the Library. The knowledgeable staff looks forward to helping all students meet their educational goals.

Educational Philosophy: In general, my educational beliefs are the same as my credo for life: don't make excuses; make results. One's education should be the most valuable experience in his/her life. The only way to understand this value and appreciate it is to challenge oneself, set goals for oneself, and *follow through* with those goals. As for writing specifically, I feel oral and written communication are vital to successful learning in any field of study. Therefore, it is my duty to facilitate the class and individual students in sharing ideas and perspectives, synthesizing strategies for communicating those ideas (orally and in writing), and evaluating the products.

Late Work Policy: Because we will be doing several speech assignments and peer editing days, it is necessary that you come prepared to class with all assignments- rough drafts and finals to be turned in. Each time you come unprepared without a speech assignment, points will be deducted. **In general, I take 20% off each day an assignment is late. If I have an assignment due on Google Classroom like research activity, brainstorming, outlining, annotated drafts etc.... I MAY NOT ACCEPT ANY LATE WORK.** Please note: this will result in a major lowering of your grade. If you are not in class the day an assignment is due, if you are in the building and not attending class because your assignment is incomplete, or you are unprepared, it will be considered late and will receive no credit. I also reserve the right to tailor these policies as I see fit.

VERY IMPORTANT FOR SPEECH DAYS: Your speaking day will be scheduled in advance. Unless there is a MAJOR MEDICAL EMERGENCY or a death in the family, you must speak on that assigned day. I will need advance notice and documentation.

Requirements:

Students are expected to come prepared to class with assignments and materials.
Students are expected to come prepared having completed reading assignments.
Students are expected to participate in class discussions.

Academic Honesty:

As per college policy, academic dishonesty includes but should not be limited to:

- Cheating on tests
- Using Test aids
- Copying speech topics
- Sharing work with others
- Stealing test materials
- Plagiarism- **more explained in class; see LCCC student handbook for explanation; see pp. 47-48 in text**
- **Copying any assignments**
- **Copying or cutting and pasting from the internet OR ANY OTHER SOURCES.**

-All offenses will be reported to the Dean of Students; a record will be made and maintained.

-The faculty member involved reserves the right to handle the case in an appropriate way as long as the penalty does not exceed failing the course or does not affect something other than grades.

-Some consequences include a zero on an assignment, an "F" for the entire course.

Course Content:

- I. Introduction
 - A. Public speaking and its importance to students
 - B. The public speaker's obligations to an audience
 - C. The public speaker as listener
 - D. The Communication Model
- II. The process of preparing a speech
 - A. Analyzing audience
 - B. Choosing a topic
 - C. Researching and organizing material
 - D. Preparing visual aids
 - E. Practicing effectively
- III. Student speeches such as:
 - A. Personal Experience
 - B. Impromptus
 - C. Informative
 - D. Demonstration
 - E. Persuasion
 - F. Special Occasion (Presentation; After Dinner, etc.)
 - G. Oral Interpretation
 1. Poetry
 2. Prose
 - H. Group Presentation/Debate

Grading Procedures:

- I. The size of the class will determine the number of presentations by students, but at least **eight (8)** are expected.
- II. The evaluation will be based on the following:
 - A. Organization of material
 - B. Interest in the topic by the speaker and by the audience
 - C. Originality of the topic and/or presentation
 - D. Eye contact with the audience
 - E. Voice projection
 - F. Enunciation/Correct Pronunciation
 - G. Poise
- III. At least two (2) student speeches should be videotaped. The speakers should evaluate the tapes in a written reaction.
- IV. Students should also be evaluated for their participation in discussions of other speakers.

- V. Since both speakers and listeners are essential for an effective class, class attendance must be stressed. A maximum of three cuts is liberal. Penalties should be incurred if speakers miss on the day of a scheduled speech.
- VI. The final exam will be at least a five-minute prepared speech. It should reflect the principles of public speaking that the student has learned during the semester. This should not be an extemporaneous presentation. The final is to be given during the exam period.

Textbook(s):

Beebe, Steven A. and Susan J. Beebe. Public Speaking: An Audience-Centered Approach. 7th/8th Edition. New York: Pearson, 2007.

Assignments and Grade Breakdown: (this is subject to change)

1. Quarterly Impromptu speeches (10-25 pts each)
2. Autobiographical Speech- 50 pts.
3. Audience Analysis- 50 pts.
4. Special Occasion Speeches- 15 pts (3) 45pts.
5. Informative Speech- 100 pts. (videotaped)
6. Persuasive Speech- 125 pts. (videotaped)
7. Speech with Presentation Aid (PPT)- 100 pts
8. Self Evaluation Sheets (4) & Speaker Evaluation Sheets (4)- 80pts. total (approx)
9. Reading Quizzes/Chapter Quizzes- 70 pts.
10. Interview Assignment- 25 pts
11. Symposium- 120 pts.
12. Final Exam Speech 100 pts. Total Pts.= 900 approx.

Participation is inherently worked into assignments, activities, etc...

**For any speech or assignment requiring secondary research, the only sources I will accept are those found on LCCC's library databases, WHS Library Databases, some valid or print sources found in LCCC's Library. NO random Internet sources, no encyclopedia sources, no Wikipedia, About.com, Answers.com, askJeeves.com etc...

Students are encouraged to document due dates as we assign specific dates in class.

We will be using GoogleClassroom as our learning management system for our course this year. A free app is available for most smartphones. Sign up with your mobile device to get important alerts and updates.

**Due Date	Assignment
*ead Beebe and Beebe Ch 1 & 2 (Formative Assessment)	

	Autobiographical Speech (Summative Assessment)	
	Re*ad Beebe and Beebe Ch 5 (Formative Assessment)	
	Audience Analysis Paper	
	Voice of Democracy Audio Essay	
	Read Beebe and Beebe Ch 3 & 4 (Formative Assessment)	
	Informative Speech pre work due- Prep Outline	
	Read Beebe and Beebe Ch 6 & 7 (Formative Assessment)	
	Informative Speech pre-work due- Database Sources (2)	
	Special Occasion Speech #1- Toast	
	Read Beebe and Beebe Ch 8 (Formative Assessment)	
	Read Beebe and Beebe Ch 9 & 10 (Formative Assessment)	
	Informative Speech Practice Run-Throughs, Pre-Recordings, Peer Feedback, and Conferences	
	Informative Speech Due (Summative Assessment)- *Audio-Taped	
	Self-Evaluation Due-	
	Beebe and Beebe Chs 1-10 Test (Summative Assessment)	
	Read Beebe and Beebe Chs 16 & 17	
	Work with Supplemental Speeches and Rhetorical Devices (Formative Assessment)	
	Black History Month Program prep	
	Persuasive Speech pre work due- Prep Outline (Rotary 4 Way Test Competition)	
	Persuasive Speech pre-work due- Database Sources (3)	
	Persuasive Speech Practice Run-Throughs, Pre-Recordings, Peer Feedback, and Conferences	
	Persuasive Speech Due (Summative Assessment)	
	Self-Evaluation Due-	
	Black History Month Program	
	Special Occasion Speech # 2- Declamation	
	Black History Month Group Presentation prep	
	Black History Month Group Presentation	
	Speech with Presentation Aid pre work due- Prep Outline	
	Speech with Presentation Aid pre work due- Sources and Graphics	
	Speech with Presentation Aid- Final Due	
	TED Talk Symposium Prep	
	Impromptu Fridays (Every Friday we meet) (Formative & Summative Assessment)	
	Symposium Work	
	TED Talk Symposium Due (Tentative)	
	Interview Assignment	

