2014

101-03/04 Oral Communication

Tony Mastriani

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Xavier University Oral Communication Syllabus Fall 2013
Comm 101-03 Tu/Th 1p – 2:15p  Comm 101-04 Tu/Th 2:30p – 3:45p
Instructor: Tony Mastriani
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  Stephen A. Lucas

STUDENT LEARNING OUTCOMES:
Students who successfully complete Comm 101 will be able to:
• Present effective informative and persuasive public presentations as demonstrated by requirements for two informative speeches and two persuasive speeches
• Choose and adapt an appropriate topic for a specific audience, occasion, and purpose as demonstrated by the two informative and two persuasive speeches required in the course, audience analyses/surveys and outside speaking opportunities
• Research, organize and outline ideas effectively as demonstrated by outlines/bibliographies/oral citations required for every major speech
• Prepare and incorporate visual aids in a speech as demonstrated by visual aid requirements such as presentational software and other computer-based technology in at least one major speech
• Use appropriate reasoning and support material to gain a desired response as demonstrated by development of arguments for persuasion and expository support for informative speaking
• Deliver a message effectively both verbally and non-verbally as demonstrated by four major presentations which are critiqued by both instructor and listeners.
-2- (STUDENT LEARNING OUTCOMES – continued)

- Apply and further develop listening and critical thinking skills as demonstrated by required peer evaluations, quizzes, tests, collaborative learning activities, formal question and answer sessions following speeches, and/or class discussion over textbook material as well as current events.
- Develop an understanding of how communication research helps to influence communication practice.

POLICIES: **Attendance is required.** Cutting class will have consequences. You start out with 50 points for attendance. Roll is taken at the start of each class.

If you’re late :-( you will be recorded as absent unless you check in with me after class. If you miss 25 minutes of class, you will be recorded as absent. If you know beforehand that you will miss a class, please call, or e-mail me.

NOTE: No attempt will be made to differentiate between excused and unexcused absences. You can miss a maximum of three (3) classes with no attendance penalty. But, don’t try to save these for days you are scheduled to give a major speech or take a test or quiz. An absence for a scheduled speech, without notifying the instructor beforehand, or bringing medical, or other proof when you return, can result in a “failure” for that speech, test or quiz.

If you miss more than the 3 “allowed” absences, your 50 point attendance score will be affected as follows:

4-5 absences -- highest possible attendance grade will be 40.
6-7 absences  -- highest possible attendance grade will be 30.
8 or more absences – attendance grade will be “0” (zero)

**If absent from class, you will be marked absent regardless of the reason for the absence.** In case of illness, or personal emergency, work can be made-up only with consent of instructor. Quiz or test make-ups are offered only in specific circumstances.
-3-POLICIES (continued)

**Plagiarism:** Plagiarism is stealing someone else's ideas, or work, and presenting it as your own. Cheating and plagiarism are serious offences. Your work is expected to be original and reflect your own viewpoint. You must fully acknowledge any ideas, materials, or direct quotes taken from another source by using oral or written citation.

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**COURSE REQUIREMENTS:**
- minor speaking and writing assignments
- 4 major speeches requiring outlines
  ( 2 speeches to inform, 2 speeches to persuade)
- One 2 minute impromptu speech
- Class participation as audience and evaluator
- Tests/quizzes/assignments
- Mid-term and Final Exams

**Point System:**
- Informative Speech #1 100 points
- Informative Speech #2 (with visuals) 125 points
- Persuasive Speech #1 100 points
- Persuasive Speech #2 (group presentation) 125 points
- Mid-term exam 100 points
- Final exam 150 points
- Quizzes (3)-100, 50, 50 pts), and/or written work 200 points
- Impromptu speeches (2 @ 25 ea) 50 points
- Attendance 50 points

**TOTAL------------1,000 pts**

Comm 101 Grading Scale for accumulated points
A) 930 – 1,000 points  C+) 770 – 799 points
A-) 900 – 929 points  C) 730 – 769 points
B+) 870 – 899 points  C-) 700 – 729 points
B) 830 – 869 points  D+) 670 – 699 points
B-) 800 – 829 points  D) 600 – 669 points
F) 599 points and below
-4- SPEECHES:

The 4 major persuasive and informative speeches MUST have a typed outline and bibliography. They MUST be given to instructor BEFORE you give your presentations.

Late turn in means point deductions from your grade. The outline for the team/persuasive speech must include all group members and detail what each provided for the presentation.

Not showing up for a scheduled speech means the loss of at least one full letter grade. You are responsible to inform instructor, either by phone or e-mail, concerning your specific situation. Adjustments may be made depending on the gravity of the situation.

The group presentation expects full participation by all members of the group. Grading is based on individual and group aspects of the presentation.
Comm 101 COURSE SCHEDULE

Week 1 (1/14) Course overview/short introductions. Perception/ Oral Comm. Basics (chap 1)
(1/16) Introduction speeches***
“Who am I?/Why am I here?
Ethics in Public Speaking (chap 2)

Week 2 (1/21) Listening (chap 3) Listening Demo
Analyzing Audiences (chap 6)
Choosing Topics (chap 5)
(1/23) Speaking to Inform (chap 15) Your First Speech (Ch 4)
Video speech examples

Week 3 (1/28) Gathering Materials (chap 7) (specific purpose)
Outlines & organizing (chaps 9, 10, 11)
(1/30) More Outlines & organizing (chaps 9,10,11)

Week 4 (2/4) *INFORMATIVE SPEECHES 1*
(2/6) * INFORMATIVE SPEECHES 1*

Week 5 (2/11) * (make-ups) Test 1 (chaps 1-7, 9-11, 15)
(2/13) Test review/ Visual/audio support (chap 14)
(specific purpose)

Week 6 (2/18) Supporting Ideas (ch.8) More Examples
Delivery systems (ch.13)
(2/20) *SPEECH 2 INFORMATIVE/VISUALS

Week 7 (2/25) *SPEECH 2: INFORMATIVE/VISUALS
(2/27) **MID-TERM EXAM All Chaps Covered

Week 8 (3/4) NO CLASSES
(3/6) SPRING BREAK
Week 8  (3/11)  Review Mid-Term
        (3/13)  Intro to Persuasion/(Ch 16) Examples

Week 9  (3/18)  Methods of Persuasion (Ch 17) (specific purpose)
        (3/20)  Persuasive preps  Submit groups

Week 10  (3/25)  *PERSUASIVE SPEECHES: CAUSE/ISSUE*  
                (3/27)  *PERSUASIVE SPEECHES: CAUSE/ISSUE*

Week 11  (4/1)  **(Make-ups)  QUIZ : Chaps 16 & 17**
        (4/3)  Teams Meet

Week 12  (4/8)  Review Quiz/Using Language (chap 12)  Teams meet
        (4/10)  * Descriptive/ Surprise Impromptu Speeches*  Teams meet

Week 13  (4/15)  Special Occasions (ch.18) Small Groups (ch.19)  Teams meet
        (4/17)  NO CLASS  EASTER BREAK

Week 14  (4/22)  *QUIZ: (Chaps 12, 18, 19) Teams meet  
                (4/24)  Review Quiz/  
                        **TEAM PRESENTATIONS**

Week 15  (4/29)  **TEAM PRESENTATIONS**  
                (5/1)  **TEAM PRESENTATIONS**
                        The Finish Line/ Review for Final

Week 16  ****FINAL EXAM****
        COMM 101-03 (Tu/Th 1:00p  Thurs. 5/8 @ 10:30a – 12:20p
        COMM 101-049 (Tu/Th 2:30p) Tues. 5/6 @ 1:00p – 2:50p