

PAN AFRICAN STUDIES 151

Fundamentals of Public Speaking

Instructor: Dr. Theresa Renee White
Meeting Days: T, TH 9:30 – 10:45; 11:00 – 12:15
Class Location: Sierra Hall 282 and Juniper 1232

Email: theresa.white@csun.edu
Office: Santa Susana Hall #217
Office Hours:
Tues.: 2:00 – 3:00
Thurs: 1:30 -2:30
By appt.

Course Description and Course Objectives:

The course is designed to help students become more effective, confident, competent communicators. It emphasizes the development of skills that will enable students to prepare and effectively deliver various types of speeches. Specifically, this course is designed to increase the student's ability to:

1. Develop critical listening, thinking and analytic skills.
2. Design, organize and support ideas for various types of oral presentations.
3. Develop the ability to brainstorm and formulate ideas and purpose statements appropriate for the speech topic.
4. Develop the ability to convey and evaluate messages orally with clarity, accuracy and conviction.
5. Develop, organize and deliver a message effectively, utilizing appropriate visual aids.
6. Identify and adapt speeches to the major demographic traits of audiences.
7. To present information to a general audience, making the material relevant to the level and interest of the listeners.
8. Demonstrate ethical guidelines and standards in research, writing and speechmaking.

Required Texts:

Lucas, Stephen. (2007). The Art of Public Speaking, 10th ed.

Course Requirements:

Examinations: There will be a mid-term and a final. The final will be on comprehensive materials from the first half, and on all materials from the second half. ***Due to time constraints, the final speech may serve in lieu of the final exam, and would constitute 25% of the overall grade.***

Speaking Assignments:

The following types of speeches are required. The speeches increase in length and complexity as the semester progresses. **Each speech includes the submission of a typed outline which is due on the day the speech is given. Please note the exception:** A complete essay (2-3 pages) **and** an outline are required for the second and last speeches. These must be turned in on the day that the speech is delivered.

Speech #1	A Mini-Speech of Personal Introduction (1 to 2 minutes)
Speech #2	A Speech of Introduction or a Descriptive Speech (4 to 6 min)
Speech #3	An Informative or Instructional Speech (Visual Aid Required – 5 to 8 min.)
Speech #4	A Persuasive or Commemorative Speech (6 to 10 min)

Writing Assignments:

Papers are to be typed, double-spaced and stapled. Name must be in the upper right hand corner. You must spell-check and properly edit your paper.

Speeches:

The second and last speech must be in full essay form. You must **also** include an outline for **all** speeches. These are to be turned in on the day the speech is delivered. No late essays or outlines will be accepted. Each student is required to sign up for the respective speech. You must give your speech on the day/time assigned, or your spot will be forfeited. Please prepare accordingly.

Lab Requirement:

The lab requirement for this course is fulfilled by observing public speeches and completing a 1-2 page typed speech analysis related to the assignment below. The analysis may require students to attend and observe speeches outside of scheduled class time. Students are required to complete the following:

1. Select **one** off-campus speaker. Write a 1-2 page analysis focusing specifically on the speaker's use of language, clarity, rhythm, content and appropriateness. **(Due September 17th).**

AND

2. Select **one** on-campus guest speaker from a campus event. Observe the speech carefully and write a 1-2 page analysis addressing organizational strategy, body gestures/language, clarity, rhythm, content and appropriateness **(Due October 27th)**. **Note:** Check the CSUN website at <http://usu.csun.edu> for campus events. **Dr. Maya Angelou will be on campus October 21st, 8:00pm (Free). You must get tickets at Ticket Office on Mon., September 7th, 10:00 am. (CSUN ID required)**

Late Assignments:

All written and oral assignments are due on or before the assigned day and time (at the beginning of class). Lab assignments turned in late will be penalized one full letter grade for each day late. No late speech assignments will be accepted. Any arrangements contrary to this policy **MUST** be agreed upon before the assignment is due. Papers will not be accepted via email.

Class Participation/Attendance:

You are expected to attend class and to be on time. Students who actively participate in class, submit all assignments in a timely manner and are absent no more than twice during the course of the term is eligible to receive full points for class participation and attendance. **Please be advised that excessive tardiness and absences will affect your grade.** Students should leave a phone message or e-mail regarding planned absences. These may be excused on a case by case basis.

Student Responsibilities:

Students must make a commitment towards meeting all course requirements, which include ***mandatory attendance, completing course readings, lab assignments, assigned speeches, as well as preparing for, and participating in class discussion.*** Students should read the assigned sections ***before*** the class to which it is assigned. Students are responsible for all course material and are to ***choose a study partner*** during the first class meeting to contact regarding class absences, missed information and notes.

Academic Integrity:

Students are responsible for understanding and adhering to University policies regarding academic honesty, as specified in the current CSUN Catalog and Schedule of Classes. Cheating in any form, or plagiarizing any part, or parts of oral or written work is automatic grounds for receiving a failing grade in the course. In addition, a report will be filed with the Dean of Students for further possible action. If you are uncertain about what constitutes cheating or plagiarism, consult the University Catalog and Schedule of Classes for definitions and for information regarding your rights and responsibilities.

Internet Account/Research:

Each student is required to acquire an internet account for researching the topic for their planned speech. The Computer Center provides an internet account for email and research, free of charge. There will be several visits to the University Library to assist students in the development of research techniques and citation protocol.

It is imperative that students have mutual respect for others opinions and beliefs. This course offers a non-judgmental environment where all perspectives are valued and encouraged. Students should be prepared to offer and receive constructive, honest evaluations to and from their peers.

CELL PHONES MUST BE TURNED OFF AND PUT AWAY DURING CLASS. LAPTOPS ARE ONLY TO BE USED TO TAKE CLASS NOTES.

Course Grading: *In order to maximize learning and enjoyment, as well as minimize competition, a straight scale will be used. It is based on a maximum of 100 points.*

<u>Activity</u>	<u>Points Possible</u>
Speech Analysis papers:	10 or 10% (5 pts or 5% per paper)
Speech One (Personal Introductory)	5 or 5 %
Written/Oral Speech Two (Descriptive <i>or</i> Introductory)	10 or 10%
Speech Three (Informative <i>or</i> Instructional)	10 or 10%
Written/Oral Speech Final (Persuasive <i>or</i> Commemorative)	10 or 10%
Mid-term	15 or 15%

Class Participation/Attendance	25 or 25%
Final Exam	15 or 15%

Note: *Due to time constraints, the final speech may serve in lieu of the final exam, and would constitute 25% of the overall grade.*

Course Grading Scale

A	100% - 97%
A-	96% - 93%
B+	92% - 87%
B	86% - 81%
B-	80% - 76%
C+	75% - 72%
C	71% - 68%
C-	67% - 63%
D	62% - 58%
F	57% - 0%

Tentative Class Schedule:

Week 1: Aug. 25th / 27th	Course Overview Chapters 1 and 2, Speaking in Public <i>and</i> Ethics and Public Speaking Mini-Introduction Speeches
Week 2: Sept. 1st / 3rd	Mini-Introduction Speeches Chapters 3 and 4, Listening <i>and</i> Selecting a Topic and a Purpose
Week 3: Sept. 8th / 10th	Library Assignment: View Part-One of <i>The Great Debaters</i> --- On Reserve --- Library Media Lab. View Part Two of <i>The Great Debaters</i> in class. Review and critique film content. Chapter 5, Analyzing the Audience
Week 4: Sept. 15th / 17th	Chapters 6 and 7, Gathering Materials <i>and</i> Supporting Your Ideas
<u>September 17th</u>	First Speech Analysis Due
Week 5: Sept. 22nd / 24th	Chapter 8 and 9, Organizing the Body of the Speech <i>and</i> Beginning and Ending the Speech Library Laboratory Assignment (Brainstorming Session)
Week 6: Sept. 29th / Oct. 1st	Chapter 10 and 11, Outlining the Speech <i>and</i> Using Language Introduction or Descriptive Speeches (Videotaped)
Week 7: Oct. 6th / Oct. 8th	No Class October 6 th . University Furlough Day Chapter 12, Delivery Introduction or Descriptive Speeches (Videotaped)

- Week 8: Oct 13th / Oct. 15th** **Introduction or Descriptive Speeches (Videotaped)**
Mid-term review
- Week 9: Oct 20th / Oct. 22nd** **Mid-term**
Chapter 13 and 14, Using Visual Aids *and* Speaking to Inform
- Week 10: Oct 27th / Oct 29th** **Informative or Instructional Speeches (Visual Aid Req'd)**
Laboratory Assignment: Presentation on research techniques and citation protocol with Librarian Lynn Lampert.
- Oct. 27th** **Second Speech Analysis Due**
- Week 11: Nov. 3rd / Nov. 5th** **Informative or Instructional Speeches (Visual Aid Req'd)**
Chapter 18, Speaking in Small Groups,
- Week 12: Nov. 10th / Nov. 12th** No class, November 10th, University Furlough Day
Informative or Instructional Speeches (Visual Aid Req'd)
- Week 13: Nov. 17th / Nov. 19th** **Informative or Instructional Speeches (Visual Aid Req'd)**
Review and critique student speeches
- Week 14: Nov. 24th / Nov. 26th** **Library Assignment** (Brainstorming/research for final speech)
Chapter 15 and 16, Speaking to Persuade *and* Methods of Persuasion
Thanksgiving Holiday
- Week 15: Dec. 1st / Dec. 3rd** **Persuasive or Commemorative Speeches (Videotaped)**
Chapter 17, Speaking on Special Occasions
- Week 16: Dec. 8th / Dec. 10th** **Persuasive or Commemorative Speeches (Videotaped)**
Final Exam Review
- Finals Week: Dec. 15th** **Final Exam *or* Persuasive or Commemorative Speeches**
- Finals Schedule:** 9:30 – 10:45 class --- **Tuesday, 8:00am – 10:00am**
11:00 – 12:15 class --- **Tuesday, 10:15 – 12:15**