

COMM 1 – PUBLIC SPEAKING (5 Units)

DE ANZA COLLEGE

FALL QUARTER 2023 – 55Z - ASYNCHRONOUS ONLINE COURSE

Online Office Hour: Mondays & Wednesdays – 8:00PM-9:00PM (See Module Section)

Instructor: James Ahern, M.A., J.D.

Instructor E-Mail: ahernjames@fhda.edu

Instructor Web Site: <http://www.deanza.edu/faculty/ahernjames/>

Canvas Student Resources: <https://deanza.instructure.com/courses/3383>

Visit the Student Success Center: <http://www.deanza.edu/studentsuccess/>

Course Description: Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, organize, deliver, and evaluate public presentations. Students will develop and apply effective research strategies.

Textbook: *Public Speaking Project Virtual Text*

<https://web.archive.org/web/20170606121939/http://publicspeakingproject.org/psvirtualtext.html>

Materials: 4 by 6-inch note cards.

Student Learning Outcomes:

- **SLO1:** Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- **SLO2:** Display increasing confidence in speaking extemporaneously.
- **SLO3:** Demonstrate effective listening skills in various public speaking contexts.
- **SLO4:** Identify, locate, evaluate, and use information technologies and information sources.

Course Objectives:

- Examine historical and cultural traditions of public speaking in both domestic and global contexts and their impact on our views, beliefs, and practices relating to speaking in public.
- Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
- Demonstrate skills in analyzing diverse audiences and creating presentations appropriate to those audiences.
- Research, analyze, organize, prepare, and evaluate informative and persuasive speeches.
- Develop confidence in delivering speeches extemporaneously.
- Develop listening skills to foster respectful, reflective, and critical listening appropriate for public presentations.

Course Requirements:

- **Attendance and Participation:** Because your role includes being a speaker, a listener, and an evaluator, your participation is vital to this class. School policy dictates that students are responsible for dropping classes that they no longer attend. All students must attend the final class. Students may be dropped from this class if they do not complete their speeches or assignments throughout the course and display other signs of inactivity such as a lack of communication with the instructor.
- **Reading Assignments:** Students are responsible for reading the assigned textbook chapters.
- **Written Assignments:** Written assignments must be typed and double-spaced for submission. Uploaded assignments on Canvas must be in a PDF, .doc, or .docx file type. Prior to an assigned speech, a typed, full-sentence (complete sentence) preparation must be submitted to Turnitin on Canvas.
- **Online Assignments:** Online assignments will be posted on Canvas weekly.
- **Speeches:** There will be five graded speeches during the course. All five speeches will be conducted on Zoom with sign-ups (Sign-up Genius) posted in the Module section in advance of the designated speech days. Late submissions will have a five-point loss.
- **Quizzes:** There will be 10 quizzes (@ five-points each) based on the assigned readings and lectures that will allow ample time, with multiple opportunities, and based on the highest score.
- **Academic Honesty:** Plagiarism or cheating may result in failing an assignment. Visit [Academic Integrity](#) to review college policy: "Plagiarism is representing the work of someone else as your own. Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as one's own. Representing another's artistic or scholarly words such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures as your own. Submitting a paper purchased from a research or term paper service, including the internet. Undocumented Web source usage."
- **College course policy:** "Students must have access to the following: a computer, the internet, an individual email address, and a webcam-enabled device for on-camera presentations."
- **Make-up Speeches:** Students will be allowed to complete a make-up speech for documented absences and extenuating circumstances. Late submissions are subject to a loss of five points.

SPEECH ASSIGNMENTS

Introductory speech

Not Graded

Time limit: 2-3 minutes

Narrative speech

50 points

Time Limit: 4-6 minutes

Self-critique

Preparation outline

Demonstration speech

50 points

Time limit: 4-6 minutes

Self-critique

Preparation Outline

Informative speech

50 points

Time Limit: 4-6 minutes

Self-critique

Preparation Outline

Persuasive speech (Audience Analysis) 50 points

Time limit: 4-6 minutes

Self-critique

Preparation outline

Impromptu speech

10 points

Time limit: 2-3 minutes

TOTAL: 210 points

GRADING: Your final grade for the course will be based on the following:

| | |
|--|------------|
| 1.) Speeches | 210 points |
| 2.) Preparation outlines (4 @ 10 points) | 40 points |
| 3.) Self-critiques (4 @ ten points) | 40 points |
| 4.) Action items (10 @ three points) | 30 points |
| 5.) Quizzes (10 @ five points) | 50 points |
| 6.) Discussion (10 @10 points) | 100 points |

TOTAL: 470 points

Grade Points

| | |
|-----------|----------------|
| A | 444-470 |
| A- | 420-443 |
| B+ | 406-419 |
| B | 392-405 |
| B- | 373-391 |
| C+ | 350-372 |
| C | 326-349 |
| D+ | 312-325 |
| D | 298-311 |
| D- | 279-297 |
| F | 278-0 |

Students are responsible for keeping track of their assigned grades throughout the course.

Tentative Course Schedule (subject to instructor revision with student notification)

| Week | Date | Description | Reading | Weekly Assignments |
|-------------|----------------|--|--|---|
| 1 | 9/25/23 | Introduction to Public Speaking Communication Apprehension | Chapter 1 – Introduction to Public Speaking | Review Canvas online assignments |
| | | | | Complete Action Item #1 Narrative Speech assigned Online Quiz #1 Discussion #1: Self-Introduction |
| 2 | 10-2-23 | Delivering Your First Speech, listening, and ethics | Chapter 2 – Origins of Public Speaking - | Review Canvas online assignments |
| | | | Chapter 3 – Ethics of Public Speaking | Complete Action Item #2 Online Quiz #2 – Chapter 3 Discussion #2 |
| 3 | 10/9/23 | Principles of public speaking, methods, delivery, sample outlines, preparation outlines – speech support groups | Chapter 4 – Listening Effectively - | 2.) Demonstration Speech Assigned |
| | | | Chapter 5 – Audience Analysis - Chapter 7 – Supporting Your Ideas | Complete Action Item #3 Online Quiz #3: Chapter 4 - Listening Effectively Discussion #3: Top 10 Communication Skills |

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|---|----------|---|---|--|
| 4 | 10/16/23 | Narrative speeches | Chapter 8 – Organizing & Outlining - Chapter 9 – Introductions & Conclusions - Chapter 10 Using Language Well | Review Canvas online assignments Complete Action Item #4 Online Quiz #4: Chapter 5 - Audience Analysis Discussion #4: Top 10 Communication Skills |
| 5 | 10-23-23 | Narrative speeches – impromptu speeches | Chapter 11 Speaking with Confidence - Chapter 12 Delivering Your Speech - Chapter 13 Visual Aids | Review Canvas online assignments - Complete Action Item #5 Online Quiz #5 Discussion #5 3.) Informative Speech Assigned |
| 6 | 10/30/23 | Demonstration speeches | Read Chapter 14 – Speaking to a Global Audience | Review Canvas online assignments Complete Action Item #6 Online Quiz #6 Discussion #6 Demonstration Speech Due |
| 7 | 11/6/23 | Demonstration speeches | | Review Canvas online assignments Complete Action Item #7 Online Quiz #7 Discussion #7 |

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|----|-------------|---|---|
| | | | Review Canvas online assignments |
| | | Impromptu speeches – Informative speeches | Complete Action Item #8 |
| 8 | 11/13/23 | Chapter 15 – Informative Speaking - Chapter 16 – Persuasive Speaking | Online Quiz #8 Discussion #8 Informative Speech Due Persuasive Speech Assigned |
| | | | |
| 9 | 11/20/23 | Informative speeches | Complete Action Item #9 Online Quiz #10 Discussion #9 |
| | | | |
| 10 | 11/27/23 | Audience analysis – Persuasive speeches | Review Canvas online assignments Complete Action Item #10 Discussion #10 Persuasive Speech Due |
| | | | |
| 11 | 12/4/23 | Persuasive speeches | |
| | | | |
| 12 | Finals Week | 12/12/23: 1:00PM-3:00PM Impromptu speeches | 12/14/23: 6:00PM-8:00PM Impromptu speeches |

ALL SPEECHES ARE SYNCHRONOUS (LIVE) AND CONDUCTED IN ZOOM

COMM 1: This asynchronous course requires a mandatory (Zoom) audience of least eight (8) to ten (10) students for each time slot. The two time slots for each speech will have approximately fifteen (15) time slots for each session. The speaking schedule is listed below for student review for the five live Zoom speeches required for this asynchronous class.

Speech sign-ups will appear in the Module section Sign-up Genius for the five speeches in this class. The Zoom sessions will have a sign-up list of 15 students for a choice of two possible dates and times. Please select one of the two offerings that fits your schedule. Students are encouraged to keep their computer screens on for their presentations and for viewing other student presentations. Genius Sign-up will be used for the sign-ups and will be posted in the Module section.

Full-preparation outlines must be submitted to Turnitin on Canvas before students deliver their speeches.

Five speeches that require student Sign-up Genius for COMM 1:

| SPEECH | DATE AND TIME SLOTS |
|-----------------------------|--|
| | (PACIFIC STANDARD TIME) (PST) |
| Narrative Speech | Week 4: |
| | Tuesday, 10/17– 1:00PM-3:00PM |
| | Thursday, 10/19 – 6:00PM-8:00PM |
| | Week 6: |
| Demonstration Speech | Tuesday, 10/30: 1:00PM-3:00PM |
| | Thursday, 11/2: 6:00PM-8:00PM |
| | Week 8: |
| | Tuesday, 11/14: 1:00PM-3:00PM |
| Informative Speech | Thursday, 11/16: 6:00PM-8:00PM |
| | Week 10: |
| | Tuesday, 11/28: 1:00PM-3:00PM |
| | Thursday, 11/30: 6:00PM-8:00PM |
| Persuasive Speech | Week 12: |
| | Tuesday, 12/12: 1:00PM-3:00PM |
| | Thursday, 12/14: 6:00PM-8:00PM |
| | Week 14: |
| Impromptu Speech | Tuesday, 12/19: 1:00PM-3:00PM |
| | Thursday, 12/21: 6:00PM-8:00PM |

Please review this speech schedule to determine if this course is compatible with your schedule. Students should consider taking another COMM 1 course if they are not able to abide by this schedule.

Important college dates during Fall Quarter 2023:

- **November 10 – Veterans Day – no classes, offices closed**
- **November 17 - Last day to drop classes without a W**
- **November 23-26 – Thanksgiving – no classes, offices closed**
- **December 11-15 – Final exams**

Instructor Contact:

Contact: E-mails will be responded within 24 to 48 hours during the week excluding weekends and holidays.

NOTE: This course depends on your active participation, and it will be as exciting, interesting, stimulating, and as fun, as the energy and enthusiasm that you bring to the class. The more you give, the more you will learn about your own strengths and limitations. You will also learn about and from your classmates and that you can be a part of their learning experience as well.

Wishing you all the best in the days ahead!