

Speech 2001 The Major Forms of Oral Discourse 2013-2014**Section: 006****Email: maylen@uwo.ca****Time/Room: M 2:30-3:30 W 2:30-4:40
UCC 54A****Office: Lawson Hall 3270; VAC TBD****Instructor: Professor Marielle Ayles****Office hours: M Lawson Hall 1-2:00;
TU Visual Arts Centre 1-2:00****COURSE DESCRIPTION**

Speech 2001 is an intensive practical course dedicated to developing and refining skills in effective oral communication. Students are expected to speak frequently; emphasis is on direct address before a group, with effective organization of ideas, clarity of expression, and use of rhetorical strategies and tactics. All aspects of the arts of delivery, the logical construction of arguments and their support, effective arrangement of material, rhetorical analysis of speeches (both written and oral), and effective use of statistics, testimony, evidence, and examples will be included. In addition, emphasis is placed on acquiring and applying communication theory and on developing listening and critical skills, including peer evaluation.

Because of the workshop nature of the course, attendance and participation are mandatory. Failure to present a scheduled speech might result in a grade of zero for the assignment. No audits allowed. No Final Examination.

Course Text:

Fraleigh, Douglas M. and Joseph Tuman with Illustrations by Peter Arkle. *Speak Up! An Illustrated Guide to Public Speaking*. Second Edition. Bedford/St. Martin's, Boston, 2011.

Assignments:

Impromptu Speech	5%
Demonstration Speech	5%
Social Speech	5%
Informative Speech	10%
Persuasion Speech	10%
PowerPoint Speech	10%
Group Presentation	10%
Final Speech	15%

With the exception of the Impromptu Speech, **you must submit one of the following for all speeches:** a hardcopy, an outline of key points/steps, and/or a hardcopy of the PowerPoint slides.

Speech Analysis I: 5%**Speech Analysis II: 10%****Persuasive Speech Proposal: 5%****Moderator Duty and Report: 10%**

***Attendance and Missed/Late Assignment Policies:**

Because of the workshop nature of the course, attendance is very important. Attendance is required to improve as a speaker. **If you miss more than twelve hours of class meetings** (the equivalent of four weeks of class meetings) **your final grade will be penalized a full letter grade** (for example, an earned grade of 80% would be reported as a 70%); **if you miss more than eighteen hours** of class meetings, **you will not be given a passing grade for the course**. This policy will only be waived for medical or compassionate reasons. If you have evidence that would support waiving an absence of one class meeting, provide it to your instructor within one week of that absence. In the case of a medical reason, please see the medical policy outlined below and have a Counselor in your Faculty contact the instructor. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty. That advisor may then contact all of your instructors. See the Policy for Medical reasons in the Information for Students in the Writing Program document on the course website.

A missed speech results in a zero grade unless there are (**documented**) extenuating circumstances to do with health or other unusual circumstances. On the day you are presenting a speech, you are required to be at class on time. **If you are not on time, you will receive a penalty of minus 10% on your speech.**

Speech dates are fixed, barring unforeseen circumstances (e.g. fire alarm, snow storm, etc.) and successful official requests through Academic Counselors. Otherwise, students' wishing to change presentation dates must make arrangements to switch with another student, and inform me in writing of the change at least twenty-four hours ahead of the presentation.

***Note:** a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at the University of Western Ontario **shall not require** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counselor in your Dean's office. If you elect to miss a class in order to write such a test, that is **your** choice; your absence will not be excused.

E-mail policy:

I respond to e-mails, that include the student's full name and course code, once a day. Keep in mind that most questions are best addressed during office hours in face to face conversations. E-mail is not efficient for involved questions and it is not an appropriate medium for requesting reviews of my assessments. Be sure you have consulted the syllabus and the Western website for information prior to sending your questions.

Please note that UWO Instructors can respond only to UWO e-mail addresses. Grades can be communicated only through the Mail aspect of Sakai, not through UWO e-mail.

Classroom Computer-Use Policy:

Speech 2001 is not only about public speaking but also about acquiring good listening skills, skills essential in human relationships of all kinds. Thus, it is not appropriate to use technology (such as, but not limited to, PDAs, laptops, cellphones) in the classroom for non-classroom activities. Such activity is disruptive and distracting to other students and to the instructor and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Medical Accommodation Policy:

(For UWO Policy on Accommodation For Medical Illness, see:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>

[downloadable Student Medical Certificate {SMC}: <https://studentservices.uwo.ca> under the Medical Documentation heading])

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counseling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or the Program in Writing, Rhetoric, and Professional Communication, and the Program requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counseling office of their home Faculty and provide documentation. Where accommodation is being sought on **non-medical grounds**, students must also direct their requests for accommodation to the student to the Academic Counseling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a grade penalty under an 'Attendance' policy in the course). **All** medical documentation **must** be submitted to the Academic Counselling office of a student's home Faculty.

Students who are in emotional/mental distress should refer to MentalHealth@Western:

<http://www.uwo.ca/uwo.com/mentalhealth/for> a complete list of options about how to obtain help.

Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing:

Please refer to the "Information for All Students in a Writing Course" for more detailed information. Briefly, remember that instructors do not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean's office of your home faculty.

Plagiarism:

The University Senate requires that the following statement on plagiarism be included on all course syllabi:

"Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

Students must write their analyses and assignments in their own words. Whenever students take an idea or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offense (see Scholastic Offence Policy in the Western Academic Calendar).

When you give a speech, be prepared to give sources if questions are asked at the end of a speech. Using credible and cited sources is an important aspect of *ethos* in public speaking.

Prerequisites:

Unless you have either the prerequisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Sakai

Assignments, when they are assigned, will be posted on our Sakai course site. Modifications to the schedule may occur from time to time, but students will be notified by e-mail if this occurs.

Goals/Outcomes

Upon finishing this course in public speaking, a student will be able to

- ❖ Speak effectively and confidently
- ❖ Understand and apply ethical theories
- ❖ Explain the differences between informative and persuasive rhetoric
- ❖ Craft, support, and communicate different types of arguments
- ❖ Develop critical listening skills
- ❖ Give and receive feedback
- ❖ Incorporate feedback into future speeches
- ❖ Construct research-based arguments
- ❖ Understand and apply Group Communication Theory
- ❖ Create Rhetorical Analyses, both written and oral
- ❖ Develop and deliver an Epideictic or Special Occasion Speech
- ❖ Incorporate audience analysis into speech preparation
- ❖ Work effectively in groups
- ❖ Integrate Classical Rhetorical Technique into contemporary speaking practices

Schedule of Class Meetings

Week 1: Sept. 9-11

- Introduction to the Course
- Choosing the Speaking Order (Wednesday)
- Chapters 1 & 2: Introducing Public Speaking & Developing Your First Speech
- short unmarked speaking exercise (Wednesday)

Week 2: Sept. 16-18

- Introduction Speech
- Chapter 9 & 18: Organizing Your Speech & Social Occasion Speaking

Week 3: Sept.23-25

- Introduction Speech
- Chapter 10: Introductions and Conclusions

Week 4: Sept. 30-Oct. 2

- An unmarked speaking exercise
- Chapter 3: Speech Ethics, Chapter 4: Listening Skills

Week 5: Oct. 07-09

- Social Speech
- Chapter 8 & 14: Using Supporting Materials for Your Speech & Using Audio Visual Aids

Week 6: Thanksgiving October 14; Class: Oct. 16

- Social Speech
- Chapter 5: Audience Analysis, Chapter 6: Selecting Your Topic

Week 7: Oct. 21-23

- Social Speech
- Chapter 11: Outlining Your Speech, Chapter 15: Informative Speaking

Week 8: Oct. 28-30 (Study Break:: October 31-Nov. 01)

- Demonstration Speech
- Chapter 12: Language and Style

Week 9: Nov. 4-6 **Due Wednesday: Speech Analysis I: 5%**

- Demonstration Speech
- Chapter 13: Delivering Your Speech

Week 10: Nov. 11-13

- Demonstration Speech
- Chapter 15: Informative Speaking
- Chapter 16: Persuasive Speaking
- Chapter 17: Methods of Persuasion

Week 11: Nov. 18-20

- Informative Speech

Week 12: Nov. 25-27

- Informative Speech

Week 13: Dec. 02-04 **Due Wednesday: Persuasive Speech Proposal: 5%**

- unmarked speech exercise designed to prepare students for the Impromptu Speech
- Review/Catch-up/Flex Time

● **Winter Term** ●

Week 14: Jan. 6-8

- Impromptu Speech

Week 15: Jan. 13-15

- Impromptu Speech
- Review Chapters 16, 17

Week 16: Jan. 20-22

- Persuasion Speech

Week 17: Jan. 27-29

- Persuasion Speech

Week 18: Feb. 3- 5

- Power Point Speech

Week 19: Feb. 10-12

- Power Point Speech

Week 20: Feb. 24-26

Due Wednesday: Speech Analysis II: 10%

- Final Speech

Week 21: March 3 & 5

- Final Speech

Week 22: March 10 & 12

- Final Speech
- Chapter 19: Group Communication

Week 23: March 17 & 19 **Due Monday: Moderator Duty and Report: 10%**

- In class work/consultation on Group Presentation

Week 24: March 24 & 26

- Group Presentation

Week 25: March 31 & April 02

- Group Presentation

Week 26: April 07

- Group Presentation
- Catch-up/Flex Time