

**Speech 2001:
The Major Forms of Oral Discourse
2017-2018**

Section: 001

Time: Monday 12:30-3:30

Room: TC-341

Instructor: Dr. Aaron Schneider

Email: aschnei4@uwo.ca or OWL email

Office: AHB 3G15 (ask me if you have difficulty finding it)

Office Hours: Monday 11:30-12:30 and Tuesday 12:30-1:30 or by appointment

Course Description and Objectives

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.

Required Texts

O'Hair, Dan, Rob Stewart and Hannah Rubenstein. *A Speaker's Guidebook: Text and Reference*. Sixth Edition. Bedford/St. Martin's, Boston, 2015.

Course Requirements

Speeches:

Introduction Speech	0%
Impromptu Speech	5%
Demonstration Speech	5%
Social Speech	5%
Informative Speech	10%
Persuasion Speech	10%
PowerPoint Speech	10%
Group Presentation	10%
Final Speech	15%

Written Assignments:

Performance Analysis	5%
Final Speech Draft	10%
Rhetorical Analysis	15%

In addition to these graded assignments, students are expected to engage in a number of ungraded exercises and practice speeches, particularly near the beginning of the course.

Submitting Assignments/Due dates/late submission penalties etc.

Please notify instructor **prior** to your scheduled speaking time *if* you are unable to give your presentation.

Failure to present a scheduled speech might result in a grade of zero for the assignment.

Late Written Assignments: Late assignments will be penalized 5% per day

Attendance policies

Because of the workshop nature of the course, attendance is very important. Attendance is required to improve as a speaker. Moreover, a consistent audience is essential for presentations and the course as a whole to run smoothly. For every hour over 6 hours that you miss, you will be penalized 2% of your final grade up to a maximum of 20%. For example,

- If you miss 4 hours of class (under the 6 hour threshold), you will receive no penalty.
- If you miss 7 hours of class (1 hour over the 6 hour threshold), your final grade will be penalized 2%.
- If you miss 11 hours of class (5 hours over the 6 hour threshold), your final grade will be penalized 10%

A record of attendance including the number of hours of class you have missed will be posted on OWL and updated regularly. It is your responsibility to check your attendance, and to keep track of how many hours you have missed.

In this class, attendance will be taken in 15 minute increments. That means that, for example, if you are 20 minutes late for class, you will be marked as being absent for 15 minutes. Or, to take a second example, if you leave class 50 minutes early, you will be marked as being absent for 45 minutes.

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 grade of zero *unless* there are 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.

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 counsellor 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.

Email Policy

I respond to email (either Western email or OWL email) within two working days. I do not answer email on the weekends.

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.

Scholastic Offences, including Plagiarism

The University Senate requires the following statements, and Web site references, to appear on course outlines:

"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 essays 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 offence (see Scholastic Offence Policy as above).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Prerequisites

The University Senate requires the following statement to appear on course outlines:

“Unless you have either the requisites 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.”

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 Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies 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 Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling 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/uwocom/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 your instructor does 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.

Class Meeting Schedule

Week 1 (Sept 11):

- Introduction to the Course
- Choosing the Speaking Order
- Chapter 1: Becoming a Public Speaker
- Chapter 2: Give It a Try: Preparing Your First Speech
- Chapter 3: Managing Speech Anxiety
- Chapter 4 Listeners and Speakers
- Ungraded speaking exercise

Week 2 (Sept 18):

- Introduction Speech
- Chapter 27: Special Occasion Speeches
- Chapter 17: Methods of Delivery
- Chapter 18: The Voice in Delivery
- Chapter 19: The Body in Delivery

Week 3 (Sept 25):

- Introduction Speech
- Chapter 14: Developing the Introduction
- Chapter 15: Developing the Conclusion

Week 4 (Oct 2):

- Ungraded Speaking Exercise
- Chapter 6: Analysing the Audience
- Chapter 7: Selecting a Topic and Purpose

Fall Reading Week

Week 5 (Oct 16):

- Social Speech
- Chapter 20: Speaking with Presentation Aids
- Chapter 8: Developing Supporting Material

Week 6 (Oct 23):

- Social Speech
- Chapter 11: Organizing the Body of the Speech
- Chapter 12: Types of Organizational Arrangements
- **Performance Analysis Due**

Week 7 (Oct 30):

- Demonstration Speech
- Chapter 23: The Informative Speech
- Chapter 16: Using Language to Style the Speech

Week 8 (Nov 6):

- Demonstration Speech
- Chapter 10: Citing Sources in Your Speech

Week 9 (Nov 13):

- Demonstration Speech
- Chapter 5: Ethical Public Speaking

Week 10 (Nov 20):

- Informative Speech

Week 11 (Nov 27):

- Informative Speech

Week 12 (Dec 4):

- Review/Catch-up/Flex Time
- Chapter 17: Methods of Delivery (redux)
- Chapter 18: The Voice in Delivery (redux)
- Chapter 19: The Body in Delivery (redux)
- Ungraded speech exercise designed to prepare you for the Impromptu Speech
- **Final Speech Draft Due**

****Winter Break****

Week 13 (Jan 8):

- Impromptu Speech
- Chapter 24: The Persuasive Speech
- Chapter 25: Developing Arguments for the Persuasive Speech

Week 14 (Jan 15):

- Impromptu Speech
- Chapter 26: Organizing the Persuasive Speech

Week 15 (Jan 22):

- Persuasion Speech
- Chapter 20: Speaking with Presentation Aids (redux)

Week 16 (Jan 29):

- Persuasion Speech
- Chapter 21: Designing Presentation Aids
- Chapter 22: Using Presentation Software

Week 17 (Feb 5):

- Persuasion Speech/PowerPoint Speech

Week 18 (Feb 12):

- PowerPoint Speech

****Winter Reading Week****

Week 19 (Feb 19):

- PowerPoint Speech
- Chapter 29: Collaborating and Presenting in Groups

Week 20 (March 5):

- Final Speech

Week 21 (March 12):

- Final Speech

Week 22 (March 19):

- Final Speech

Week 23 (March 26):

- Group Presentation

Week 24 (April 2):

- Group Presentation

Week 25 (April 9):

- Group Presentation
- Catch-up/Flex Time
- **Rhetorical Analysis Due**

****Note: Because of the nature of this course and the amount of class time dedicated to student presentations, the presentation schedule may change. The dates readings and written assignments are due will not change.****