

**Speech 2001      The Major Forms of Oral Discourse      2019-2020****Time: 12:30-3:30****Rome: UCC-54B****Section: 001****Professor: Dr. Aaron Schneider****Email: [aschnei4@uwo.ca](mailto:aschnei4@uwo.ca) or OWL email****Office: UC 2431****Office hours: Monday 9:30-11:30 or by appointment****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:**

O'Hair, Dan, Rob Stewart and Hannah Rubenstein. *A Speaker's Guidebook: Text and Reference*. Seventh Edition. Bedford/St. Martin's, Boston, 2018.

**Assignments:**

Introduction Speech	0%
Demonstration Speech	5%
Social Speech	5%
Informative Speech	10%
Persuasion Speech	12.5%
PowerPoint Speech	12.5%
Group Presentation	10%
Final Speech	15%
Performance Analysis	5%
Final Speech Draft	10%
Rhetorical Analysis	15%

**Note:** In addition to the above assignments, individual instructors will create assignments involving listening skills, quizzes, rhetorical analysis, peer evaluation, and manuscript evaluation; the total value of these assignments will be 30% of the final grade. Notice of the distribution and weight of these assignments will be indicated by section instructors in their course syllabi.

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.

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

**\*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. 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 and the dates on which you have missed those hours will be posted on Sakai and updated regularly. It is your responsibility to check your attendance, and to keep track of how many hours you have missed.

This policy will only be waived for medical or compassionate reasons. If you have non-medical 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 Accommodation Policy set out below and in the document 'Information for Students in a Writing Studies Course' on this website, and either initiate a Self-Reported Absence or apply in person to the Academic Counselling or Undergraduate office of your home Faculty. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it in person with the Academic Counselling or Undergraduate office of your home Faculty. Your advisor there may then contact all of your instructors.

A missed speech results in a grade of zero *unless* there are extenuating circumstances to do with health or other unusual circumstances. Again, see the Medical Accommodation Policy set out below and in the document 'Information for Student in a Writing Studies Course' for the options available to you and the procedure(s) you should follow.

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 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.

### **Medical Accommodation Policy:**

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading 'Accommodation for Illness – Undergraduate Students', noting the procedures, restrictions, and notice requirements:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

**Writing Studies' Basic Policy:** students seeking academic consideration **on medical or any other grounds** for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (**for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period**) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration **must communicate with their instructors no later than 24 hours** after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

**Exception:** in Writing Studies courses, a student seeking academic accommodation **on non-medical grounds** for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments **worth less than 10% of a final grade** may first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in **Writing Studies' Basic Policy**.

**Please note** that individual instructors will **not under any circumstances** accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related 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 or Undergraduate office of a student's home Faculty.

**Students who are or who feel they should be covered under Student Accessibility Services** should review Western policy here:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10)

**Students who are in emotional/mental distress should refer to MentalHealth@Western:** (<https://www.uwo.ca/health/>) 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 Studies 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.

**E-mail policy:**

I respond to email in two working days. I do not respond to email on the weekend.

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

**Late Assignments:**

Late written assignments will be penalized 5% per day.

If necessary, please submit essays to the Department of English and Writing Studies Drop Box in UC directly across from UC-2431, making sure you include your instructor’s name and your section number. However, do not

- fax assignments
- e-mail assignments

Keep copies (electronic, paper, or both) of all assignments submitted.

**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.

**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.

**Owl (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, September 9:**

- 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
- Possibly a short, unmarked speaking exercise if there is time

### **Week 2, September 16:**

- 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, September 23:**

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

### **Week 4, September 30:**

- Social Speech
- Chapter 6: Analyzing the Audience
- Chapter 7: Selecting a Topic and Purpose
- Chapter 20: Speaking with Presentation Aids

### **Week 5, October 7:**

- Social Speech
- Chapter 8: Developing Supporting Material
- Chapter 11: Organizing the Body of the Speech
- Chapter 12: Types of Organizational Arrangements
- Chapter 23: The Informative Speech

### **Week 6, October 21:**

- Demonstration Speech
- Chapter 16: Using Language to Style the Speech

### **Week 7, October 28:**

- Demonstration Speech
- Chapter 10: Citing Sources in Your Speech
- **Performance Analysis Due**

## **\*\*Fall Reading Break\*\***

### **Week 8, November 11:**

- Demonstration Speech
- Chapter 5: Ethical Public Speaking

### **Week 9, November 18:**

- Informative Speech

### **Week 10, November 25:**

- Informative Speech

### **Week 11, December 2:**

- unmarked speech exercise
- 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)
- **Final Speech Draft Due**

## **\*\*Winter Break\*\***

### **Week 12, January 6:**

- unmarked speech exercise
- Review/Catch-up/Flex Time
- Chapter 24: Principles of Persuasive Speaking
- Chapter 25: Developing Arguments for the Persuasive Speech
- Chapter 26: Organizing the Persuasive Speech

### **Week 13, January 13:**

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

### **Week 14, January 20:**

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

### **Week 15, January 27:**

- Power Point Speech

### **Week 16, February 3:**

- Power Point Speech

### **Week 17, February 10:**

- Final Speech

**\*\*Winter Reading Break\*\***

**Week 18, February 24:**

- Final Speech

**Week 19, March 2:**

- Final Speech
- Chapter 29: Communicating in Groups

**Week 20, March 9:**

- In class work/consultation on Group Presentation

**Week 21, March 16:**

- Group Presentation

**Week 22, March 23:**

- Group Presentation

**Week 23, March 30:**

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