

## COURSE SYLLABUS

ACADEMIC YEAR: 2009-2010      TERM: FALL      SEMESTER HOURS : 3

COURSE# CLA 161    TITLE: Introduction to Oral Communication

INSTRUCTOR: Mrs. Margaret A. Meade, M.A.  
e-mail: [ameade@hfcc.edu](mailto:ameade@hfcc.edu) -  
Home Phone: 313-274-4993

---

### I. COURSE DESCRIPTION

(Content)

A basic course in the art of communication designed to provide the student with the general principles of effective public speaking. Emphasis is placed on developing skills in composing and delivering public speeches, critical listening, and evaluating speeches in a practice-oriented format.

### II. REQUIRED TEXT(S)/ REQUIRED READINGS APART FROM TEXT(S)

Grice, George L. and John F. Skinner. Mastering Public Speaking. 7<sup>th</sup> ed., Boston: Allyn and Bacon, 2010.

### III. STUDENT OUTCOMES

A successful learner will be able to

1. deliver before an audience extemporaneous speeches that have been researched and documented
2. exhibit reading, listening, writing and speaking skills needed for oral communication
3. organize speeches using full sentence outlines.
4. appear confident in oral communication situations.
5. participate effectively in small groups.
6. select, narrow, support, organize and deliver topics achieving desired speaker-audience objectives for informative, persuasive and speeches of introduction.
7. present interpretive readings of scripture.
8. understand methods to critically evaluate speeches.

#### IV. GENERAL OUTLINE OF COURSE

1. General principles of effective speech communication
2. Autobiographical speech
3. Demonstration speech
4. Informative speech
5. Persuasive speech
6. Small Group Work: process and speech
7. Impromptu speech
8. Oral interpretation of scripture: New Testament
9. Written quizzes, mid-term and final

#### V. REQUIRED COURSE WORK AND DUE DATES

1. Weekly reading assignments
2. Class participation and attendance
3. Various speech presentations in the classroom. Several of these speeches will require research, outlines and documentation.
4. Practice speeches or performances outside of the classroom
5. Analyze and critique presentations of classmates.
6. Mid-term and final exams  
(Dates for all assignments are listed in the attached syllabus, which is subject to change)

#### VI. BIBLIOGRAPHY

Adler, Ronald B. and George Rodman. Understanding Human Communication. 6<sup>th</sup> edition. Fort Worth, Texas: Harcourt Brace College Publishers, 1997.

Fujishin, Randy. The Natural Speaker. Englewood Cliffs: Prentice Hall, 1994.

Engleberg, Isa and John Daly. Presentations in Everyday Life. 2<sup>nd</sup> ed. Boston: Houghton Mifflin, 2005.

Gamble, Teri and Michael Gamble. Public Speaking in the Age of Diversity. Boston: Allyn and Bacon, 1994.

Gronbeck, Bruce E., Kathleen German, Douglas Ehninger, Alan H. Monroe. Principles of Speech Communication. 12<sup>th</sup> brief edition. N.Y. Harper Collins College Publishers, 1995.

Krannich, Ph.D. Caryl Rae. 101 Secrets of Highly Effective Speakers. Mannasas Park, VA: Impact Publications, 1998.

Krasne, Margo T. Say It with Confidence. Overcome the Mental Blocks That Keep Your from Making Great Presentations and Speeches. N.Y.: Warner Books, 1997.

Lucas, Stephen E. The Art of Public Speaking. 9<sup>th</sup> ed. Boston: Mc Graw-Hill, 2007.

Nilson, Linda B. Teaching at Its Best. Bolton, MA: Anker Pub. Co., Inc., 1998.

O'Hair, Dan and Rob Stewart. Public Speaking. Boston: Bedford/St. Martin's, 1999.

Osborn, Michael and Suzanne Osborn. Public Speaking. 7<sup>th</sup> ed. Boston: Houghton Mifflin Co., 2006.

Payne, James and Diana Prentice Carlin. Getting Started in Public Speaking. 3<sup>rd</sup> ed. Lincolnwood, IL: National Textbook Co., 1994.

Fall Term - 2009 - Sacred Heart Major Seminary  
Tuesday : 1:15 - 4:15 PM  
Instructor: Mrs. Margaret A. Meade, M.A.  
E-mail: [ameade@hfcc.edu](mailto:ameade@hfcc.edu)  
Home phone: 313-274-4993 (use with discretion)

**Welcome to CLA 161!** You have selected a course that will provide you with many skills that are transferable to other areas of your life. The ability to communicate your thoughts in an organized manner will be critical to your chosen ministry. Hopefully, at the end of this course you will be able to communicate your thoughts orally, having prepared what you expect to say in outline format, supporting what you say with good research, using an audience-centered approach, and delivering your speeches in an extemporaneous manner. Also incorporated into this course will be an opportunity to practice oral interpretation of a New Testament reading in our ministry to proclaim the Good News.

**Assignments:** Assignments are due on the dates designated in the syllabus. You must give your speech on the day that it is assigned. To pass this course, you must give all assigned speeches. Speeches may be made up with full credit for an excused absence only. For an unexcused absence, a make up speech may be scheduled at the availability of both the class and the instructor. A deduction of 10 pnts. will be taken for a speech that is delivered late and is not the result of an excused absence.

A typed outline for each speech must be submitted to the instructor on the day the speech is to be given. Only a typed outline will be accepted. Please proofread your work before handing it in.

Any assignment or part of an assignment that is not turned in on time will result in a 10 point deduction for that assignment's grade.

**Assignments:** Written Chapter Review Questions are also due on the day they are assigned, as designated in the syllabus. Research has shown, according to Wilber J. McKeachie, Teaching Tips: Strategies, Research and Theory for College and University Teachers, that homework questions guide and focus a student's reading of each chapter for essential facts and concepts, provided that the student does not read only for answers and disregard the essence of the surrounding information.

Homework answers also provide the student with a convenient study guide for quizzes and exams.

**Tests and Quizzes:** There will be a written mid term and final exam, dates assigned in the syllabus.

Quizzes will be announced. Both quiz grades and mid and final exam grades will be incorporated into the final grade the student earns for the course.

**Grading:** Grades will be determined on a percentage system and awarded according to the Academic Policies outlined in the SHMS Bulletin.

60% of your grade - speaking assignments; delivery and written components

30% of your grade - mid-term, final, and average of your quizzes

10% of your grade - feedback, class participation, attendance, homework

**Attendance:** Students are expected to attend all class meeting. Because of the participatory nature of this class, students are either speakers or audience members and both are essential to achieving student outcomes. Attendance policies for the seminary are explained in the SHMS Bulletin.

**Classroom Courtesy:** If you are late for class and a speech is in progress, please wait until the speaker is finished before entering the room.

No chewing gum is permitted when presenting a speech.

No hats should be worn when presenting a speech, as they often block the face of the speaker from the listening audience.

Listeners will be quiet and attentive to the speaker while the speaker is presenting a speech.

Electronic devices e.g cell phones and pagers can be serious distractions to students. Therefore, please turn off all cell phones and pagers at the start of each class. If there are special, extenuating circumstances in regard to this directive, please speak to the instructor ahead of time so that an agreeable resolution can be made.

**Types of Speeches: - Each speech will be recorded. Details of this requirement will be discussed in class, since we are dependent on the availability of the seminary equipment. A final self critique of your video will be part of your overall grade for this course.**

Extemporaneous delivery is required for all speeches. This means that it is well prepared, well rehearsed, conversational in quality, good eye contact and note cards only. No presentation should be memorized or read. (Times of speeches may vary depending on the number of students enrolled in this class.)

Autobiographical - 5 - 7 min. - written component - credit - 10 points deducted from final grade if not given.

Demonstration - 6 - 8 min. - typed outline and visual aid required

Informative - 6 - 8 min. - typed outline and 3 references required

Persuasive - 6 - 8 min. - typed outline and 4 references required

Ceremonial Speech of Introduction - points are added or subtracted from your Persuasive Speech grade. This speech is the only one in which no notes are allowed.

Impromptu - Extra Credit - 2 -3 min. - in class preparation

Scriptural Readings: credit - 10 points deducted from final grade if not given

Time permitting: Small Group exercise

**Instructor Availability:** I will be available for consultation on assignments or other concerns related to this course before class each week as well as by appointment.

Sacred Heart Major Seminary  
Syllabus\* - Fall - 2009  
Introduction to Oral Communication - CLA 161  
Textbook: Grice, George L. and John F. Skinner. Mastering Public Speaking. 7<sup>th</sup> ed.  
Boston: Allyn and Bacon, 2010.

\*Syllabus subject to change

Chapter Review Questions given at first class meeting.

**Sept. 8:** Introduction to course: Syllabus presented and reviewed

Lecture: Introductory concepts for public speaking  
Use of cell phones and text messaging in class  
Preparation for Autobiographical Speech

Assignment: Read Chapter 1 - Introduction to Public Speaking  
Chapter 3 - Speaking Confidently  
Chapter 13 -Delivering Your Speech  
Chapter 2 - Ethics - (Civility in the Classroom)

Answer Chapter Review Questions for 1, 3, and 13

Prepare Autobiographical Speech - 5 - 7 min. - typed component/outline  
Extemporaneous delivery/ speaking notes

**Sept. 15:** Students' Presentations of Autobiographical Speeches

Lecture: Early preparation of Demonstration Speeches

Assignment: Read Chapter 5 - Analyzing Your Audience  
Chapter 4 - Responding to Speeches  
Chapter 14 - Using Presentation Aids

Answer Chapter Review Questions for 5, 4, 14

**Sept. 22:** Lecture: Preparation for Demonstration Speech

Assignment: Read Chapter 6 - Selection Your Speech Topic  
Chapter 10 - Introducing and Concluding Your Speech  
Answer Chapter Review Questions for 6, 10

Prepare Demonstration Speech - 6 - 8 min. - preparation outline typed  
3 D Visual Aid used  
Extemporaneous delivery/speaking notes

**Sept. 29:** Students' Presentations of Demonstration Speeches

Assignment: Read Chapter 11 - Outlining Your Speech  
Chapter 7 - Researching Your Topic  
Chapter 15 - Speaking to Inform

Answer Chapter Review Questions for 11, 7, 15

**Oct. 6:** Lecture: Begin preparation for Informative Speaking

Assignment: Read Chapter 2 - The Ethics of Public Speaking  
Chapter 8 - Supporting Your Speech  
Chapter 9 - Organizing the Body of Your Speech

Answer Chapter Review Questions for 2, 8 and 9

**Oct. 13:** Lecture: Continue preparation for Informative Speaking  
Preparation for Scriptural Reading from the New Testament

Assignment: Prepare Scriptural Reading - 3 -5 min.  
Copy of scriptural reading

**Oct. 20:** Students' Presentations of Scriptural Reading

Review for Mid Term

Assignment: Prepare for Mid Term using Chapter Review Questions and class notes

**Oct. 27:** Impromptu Speeches - no preparation required  
Mid Term Exam

Assignment: Prepare Informative Speeches - 6 - 8 min.  
Typed outline - Bibliography (Turabian Style)  
3 outside sources (within 5 -7 yrs. of 2009)(no Wikipedia)  
Extemporaneous delivery/ speaking notes

**Nov. 3:** Students' Presentations of Informative Speeches

Assignment: Read Chapter 16 - The Strategy of Persuasion  
Chapter 17 - The Structure of Persuasion

Answer Chapter Review Questions for 16, 17

**Nov. 10:** Lecture: Begin Preparation for Persuasive Speeches  
Speech of Introduction

Assignment: Read Chapter 18 - Speaking on Special Occasions

Answer Chapter Review Questions for 18

**Nov. 17:** Lecture: Continued preparation for Persuasive Speeches  
Topic discussion

Assignment: Read Chapter 19: Speaking in and as a Group  
Research for Persuasive Speeches

**Nov. 24:** Lecture: Finish preparation for Persuasive Speeches and Speech of Introduction  
Small Group Process

Assignment: Prepare Persuasive Speech - 6 - 8 min.  
Typed Outline - Bibliography (Turabian)  
4 outside sources  
Extemporaneous Delivery - speaking notes

**Dec. 1 - Students' Presentations of Persuasive Speeches**  
Review for Final Exam (time allowing)

Assignment: Study for Final Exam using Chapter Review Questions and class  
notes

**Dec. 8 -** No classes for A.M. and afternoon classes

**Dec. 15 - Final exam**

(December 18 - End of Term I)