

## COURSE SYLLABUS

ACADEMIC YEAR: 2008-2009      TERM: FALL      SEMESTER HOURS : 3

COURSE# CLA 161    TITLE: Introduction to Oral Communication

INSTRUCTOR: Mrs. Margaret A. Meade, M.A.  
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### 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. 6<sup>th</sup> ed., Boston: Allyn and Bacon, 2007.

### 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 You 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.

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 - 2008 - Sacred Heart Major Seminary

Tuesday and Thursday - 10:30 A.M. - Noon

Instructor: Mrs. Margaret A. Meade, M.A.

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**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 students 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.

**Homework:** Written homework assignments 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 videotaped. Please bring a VHS tape with you to class each time you are presenting your speech. 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 - 2008**  
**Introduction to Oral Communication**  
**\* Syllabus subject to change**

**(Homework questions will be distributed on the first day of class. These questions differ from the ones at the end of each chapter. Please note!)**

**September 2** - Introduction to Course - syllabus presented

Lecture: Introductory concepts for public speaking

Preparation for Autobiographical Speech

Assignment: Read Chapter 1 - Introduction to Public Speaking

Answer: Write - the answers to the questions for Chapter 1.

**September 4** - Lecture: Speech Making Process - styles of delivery and vocal qualities, developing speaking confidence

Finish preparation for Autobiographical Speech

Assignment: Read Chapters 3 and 13 - Speaking Confidently and Delivering Your Speech

Answer: Write - the answers to the questions for Chapter 3 and 13

Prepare and rehearse Autobiographical Speech to present

**September 9** - Present: Autobiographical Speech - 5-7 min. - written component - credit extemporaneous delivery

Assignment: Read Chapter 5 - Analyzing Your Audience

Answer: Write - the answers to the questions for Chapter 5

**September 11** - Present: Remaining Autobiographical Speeches

Lecture: Begin preparation of Demonstration Speech

Assignment: Read Chapter 4 - Responding to Speeches

Answer: Write - Answer questions for Chapter 4

(Write a review of your first videotaped speech focusing on your strengths and challenge areas)

**September 16** - Lecture: Continue preparation Demonstration Speech

Assignment: Read Chapter 6 and 10 - Selecting Your Speech Topic and Introducing and Concluding Your Speech

Answer: Write - the answers to the questions for Chapter 6 and 10

**September 18** - Lecture: Finish any preparation for Demonstration Speech  
Visual aids

Assignment: Read Chapter 14 - Using Presentational Aids  
Answer: Write - the answers to the questions for Chapter 14  
Prepare to present Demonstration Speech

**September 23** - Present: Demonstration Speech - 6-8 min. - typed outline - visual aid

Assignment: Read Chapter 15 - Speaking to Inform  
Answer: Write - the answers to the questions for Chapter 15

**September 25** - Present: Remaining Demonstration Speeches  
Lecture: Begin preparation for Informative Speech

Assignment: Read Chapter 7 - Researching Your Topic  
Answer: Write - the answers to the questions for Chapter 7

**September 30** - Lecture: Preparation for Informative Speech

Assignment: Read Chapter 9 - Organizing the Body of Your Speech  
Answer: Write - the answers to the questions for Chapter 9

**October 2** - Lecture: Continue preparation for Informative Speech

Assignment: Read Chapter 8 - Supporting Your Speech  
Answer: Write - the answers to the questions for Chapter 8

**October 7** - Lecture: Continue Preparation for Informative Speech

Assignment: Read Chapter 2 - The Ethics of Public Speaking  
Answer: Write - the answers to the questions for Chapter 2

**October 9** - Lecture: Finish any preparation for Informative Speech  
Preparing a Scriptural Reading - New Testament

Assignment: Read Chapter 11 - Outlining Your Speech  
Answer: Write - the answers to the questions for Chapter 11  
Select a passage from the New Testament for presentation  
(time to be determined)

**October 14** - Lecture: New Testament Scripture Reading

Assignment: Prepare New Testament Scriptural Reading for presentation

**October 16** - Present: Scriptural Reading

Assignment: Study for Mid Term  
Preparation of Informative Speech

**October 21** -Review for Mid Term

Assignment: Study for Mid Term

**October 23 - Mid Term Exam**

Assignment: Work on preparation of Informative Speech

**October 28** - Impromptu Speeches

Assignment: Complete and practice Informative Speech to present

**October 30** - Present: Informative Speech - 6-8 min.

3 references - typed outline required  
Bibliography (Turabian)

**November 4** - Present: Remaining Informative Speeches

Assignment: Read Chapter 16 - The Strategy of Persuasion  
Answer: Write - the answers to the questions for Chapter 16

**November 6** - Lecture: Preparation for Persuasive Speech

Assignment: Select a topic for Persuasive Speech

**November 11** - Lecture: Preparation for Persuasive Speech

Assignment: Read Chapter 17 - The Structure of Persuasion (Monroe's Motivated Sequence) and Chapter 18 - Speaking on Special Occasions (Speech of Introduction)

Answer: Write - the answers to the questions for Chapters 17 and 18

**November 13** - Lecture : Finish preparation for Persuasive Speech

Ceremonial Speech of Introduction

Assignment: Research Persuasive Speech

**November 18** - In class work: Ceremonial Speech of Introduction

Assignment: Continue to work on your Persuasive Speech

**November 20** - Lecture: Small Group Work

Assignment: Continue to work on Persuasive Speech

**November 25** - Small Group Work in Class

Assignment: Prepare Persuasive Speech

**November 27 - Thanksgiving Day - no classes!**

**December 2** - Present Persuasive Speech - 6-8 min. - 4 references - typed outline -  
Bibliography (Turabian  
Style)

**December 4** - Present Persuasive Speech  
Review for Final Exam

Assignment: Study for Final Exam

**December 8 - 12** - Final Exam week for Undergraduate Courses

( End of term: December 12)