“Public Speaking”

Course Description:

Liberation from “vocal imperialism”!

In this course you will learn strategies to deliver effective speeches in various genres—such as impromptu and extemporaneous—one including PowerPoint or other visuals. You can expect frequent opportunities to practice your skills in front of an audience, and to receive regular instructor and peer critiques.

The course is divided into three main units: "FOUNDATIONS," "SKILLS," and "STYLE." (See Syllabus.)

In the "FOUNDATIONS" unit, you will begin with short (less than one minute) extemporaneous and impromptu exercises as a way to gain trust with your peers and to identify and practice features of successful public speaking. You will then give a 2-3 minute personal speech that receives informal evaluations from other students as well as a formal evaluation from me. This speech will also be submitted as a “key word” outline as well as a write-up.

In the "SKILLS" unit you will deepen your skills in two 4-6 minute speeches (analysis/social commentary and research/argument) that receive informal peer and formal instructor evaluations. Both of these speeches will also be submitted as “key word” outlines as well as write-ups.

In the "STYLE" unit, you will continue to build upon your work from previous weeks, concluding in a final 6-9 minute speech. This informative speech may use the visual aid of your choice. As before, you will receive informal peer and formal instructor evaluations, and submit your speech as a “key word” outline as well as a write-up. By our Finals Week meeting, any one of your four speeches and/or write-ups may be revised for an improved evaluation.

Course Texts:

Required

A Pocket Guide to Public Speaking
Course Work:
4 speeches = 40%
4 write-ups = 40%
Participation = 20%

Speeches:

Speeches are *spoken*—not read, but also not memorized word for word! We will discuss methods of note taking in the preparation of speeches. You will be evaluated according to the following criteria: 1) eye contact and sense of audience; 2) coherence and organization; 3) preparation and knowledge; 4) poised, public diction; 5) demeanor and body language; 6) style and delivery. My evaluations will be ready for you by the next class meeting.

You must be prepared to speak on any day a speech is assigned. Postponed speeches will result in an automatic lower evaluation. Complete typed “key word” outlines are due before all speeches.

Write-ups:

Write-ups will result from an organic process of thinking through the delivery process of your speeches. Your write-ups do not have to exactly correspond to the speech you deliver. Write-ups should be accompanied by a “cover sheet” (provided by me) and draft/s and evaluations (if applicable), and submitted in a folder. They must be typed, double-spaced, with one-inch margins, and with pages numbered.

A late write-up receives an “NP” or “F.” In order to count as passing, it must be submitted within one week of the due date and then revised before the end of the quarter after receiving my comments.

One write-up may be revised. Revisions must be rigorous: all corrections made, and with 250-500 words of new information and analysis.

Write-ups will be evaluated (by me) and returned within one week.

Participation:

You are expected to attend every class meeting. More than one absence will be sufficient for an “NP” or “D/F”; more than two absences (or combination of late arrivals/early exits) will result in an automatic “NP” or “D/F.” Take responsibility. When class meets, don’t be out of town on trips
or have appointments scheduled. **This is a fair policy; don't ask for exceptions and thereby compromise the integrity of the class.**

Attendance aside, you should contribute fully to discussions. You will also be expected to listen respectfully and evaluate dozens of speeches given in the course, keeping a record of your evaluations of your peers.

**Syllabus**

(subject to change)

~**WEEKS 1-2** "FOUNDATIONS": physical confidence; voice and presence

- Introductions
- Exercises in extemporaneous speaking: anecdotes, etc. ("interview" speeches)
- Exercises in impromptu speaking tbd
- Preview 3-4 minute personal speeches
- Begin 3-4 minute personal speeches; **all outlines due**
- Continue 3-4 minute personal speeches
- Write-up of personal speeches due; peer review workshop
- Preview 5-7 minute analytic/social commentary speeches

~**WEEKS 3-4** "SKILLS": audience, organization, development

- Begin 5-7 minute analytic/social commentary speeches; **all outlines due**
- Continue 5-7 minute analytic/social commentary speeches
- Write-up of analytic/social commentary speeches due; peer review workshop
- Begin 5-7 minute research/argument (OR performative/interpretive) speeches; **all outlines due**
- Continue 5-7 minute research/argument (OR . . .) speeches
- Write-up of research/argument (OR . . .) speeches due; peer review workshop

~**WEEK 5** "STYLE": delivering with technology

- Begin 8-10 minute informative speeches; **all outlines due**
- Continue 8-10 minute informative speeches
- Complete typed draft of informative speeches due; peer review workshop
- Write-up of informative speeches due
Final Exam Meeting (optional): Revision due of any write-up submitted