



**COM 100 PUBLIC SPEAKING** (3 credits)

Winter 2005 T/Th: 2:30-3:45pm Location: Room 517  
Instructor: Conrad Hild Office: 611 Office Hours: TBA  
Office Phone: 410-2000 x5909 email: child@auc-nuc.ca

**1. Course Description**

Students in this class will be introduced to the principles and practice of effective public speaking. You will apply the theory and knowledge through a number of class presentations. Both instructor and classmates will provide critique for your further growth.

**2. Course Objectives**

- To understand the need for the process of effective public speaking
- To acquire skills that will improve through careful listening, critical thinking, and sound reasoning
- To learn how to connect with your listeners
- To acquire skills for preparing, organizing, and presenting various forms of public communication

**3. Course Expectations**

- **Attend and participate in all class sessions.** Students whose absences exceed 20% of the scheduled classes will receive a *failing grade*.
- **Speak.** Students are expected to present speaking assignments on the day they are assigned. If extenuating circumstances make that impossible, please arrange to switch speaking dates with a classmate and advise the instructor of the arrangement.
- **Critique.** Giving and receiving critiques are crucial to growing as an effective communicator. It is expected that students will listen carefully and respectfully to each other during class discussions and speaking exercises.

**4. Course Requirements and Grading**

**A. Speeches** **70%**

- |                                 |     |
|---------------------------------|-----|
| ▪ Personal Speech (4-6 min.)    | 10% |
| ▪ Informative Speech (6-8 min.) | 15% |
| ▪ Persuasive Speech (8-10min)   | 20% |
| ▪ Final Speech (13-15 min.)     | 25% |

*Note: On the day of your presentation, a full manuscript of your speech is to be given to the instructor.*

**B. Participation** **15%**

- |                                                                                                                       |    |
|-----------------------------------------------------------------------------------------------------------------------|----|
| ▪ Written critique of other student's speeches                                                                        | 5% |
| ▪ Written self-critique of all your speeches--<br>to be handed in, based on video (min. 250 words;<br>max. 500 words) | 5% |
| ▪ Attendance and class participation                                                                                  | 5% |

**C. Reading** **15%**

- Textbook: Written one page chapter summaries. 10%
  
- Supplementary Reading. Read one of the books put on Reserve in the Library by the instructor. Write a 500-word Book Report, containing a summary of the book, and the ideas/concepts that you think will be beneficial to your growth as a public speaker. 5%

**5. Due Dates**

**A. Speeches**

- Personal Speeches Jan. 18/20/25
- Informative Speeches Feb. 8/10/22
- Persuasive Speeches March. 1/3/8/10
- Final Speeches March 24/29/31/Apr. 5/7

**B. Reading**

1. Written one-page textbook summaries required on the following dates:
  - Chaps. 1 + 2 Jan. 13
  - Chaps. 3 + 4 Jan. 20
  - Chaps. 5 + 6 Feb. 1
  - Chap. 8 Feb. 8
  - Chap. 7 Feb. 22
  - Chap. 9 March 1
  - Chap. 10 March 8
  - Chap. 11 March 17
2. Supplementary Reading Book Report March 31

**6. Required Text**

Rolls, Judith A. (2003). *Public Speaking Made Easy*. Scarborough, ON: Thomson-Nelson.

**7. Additional Notes**

- Speeches will be video taped to assist with self-evaluation; therefore, please ensure you bring your videotape to class when you are scheduled to speak.
- Last day to enter course without permission: **14 January 2005**
- Last day to withdraw voluntarily from course without academic penalty: **11 March 2005**
- It is the responsibility of all students to become familiar with and adhere to AUC/NUC academic policies, such as the policy on academic dishonesty, which are stated in the current catalogue.