



Public Speaking

3 credits

Prerequisite(s): xxxxxxxxxx

<b>Class Information</b>		<b>Instructor Information</b>		<b>First day of classes:</b>	Monday January 11, 2016
<b>Days</b>	Mondays	<b>Instructor:</b>	Richelle Wiseman MA, Communications	<b>Last day to add/drop, or change to audit:</b>	Sunday January 17, 2016
<b>Time:</b>	9:45 am-12:30 pm	<b>Email:</b>	Richelle.wiseman@am brose.edu	<b>Last day to request revised exam:</b>	Monday February 29, 2016
<b>Room:</b>	L2210	<b>Phone:</b>	403-875-7357 cell	<b>Last day to withdraw from course:</b>	Friday March 18, 2016
<b>Final Exam day</b>		<b>Office:</b>		<b>Last day to apply for time extension for coursework:</b>	Tuesday March 29, 2016
There is no final exam.		<b>Office Hrs:</b>	I am available every Monday after class. Please talk to me in class or email me if you would like to meet.	<b>Last day of classes:</b>	Monday April 11, 2016

**Textbooks:**

Northey, Margo, Joan McKibbin (2015). **Making Sense: A Student's Guide to Research & Writing.** (8th Edition) Ontario: Oxford University Press Canada.

Fraleigh, Douglas M., Joseph S. Tuman (2014). **Speak Up! An Illustrated Guide to Public Speaking.** (Third Edition) Boston: Bedford/St. Martin's.

Both textbooks are excellent and thorough resources. Please keep up with the readings as they will enable you to benefit more from this course.

**Course Description:**

An introduction to non-written communication skills including effective listening, critical thinking, persuasion, observation, and public speeches . The course will also explore the importance of self-awareness and personal communication style for effective communication. The goal is for each student to understand how to recognize, formulate, and express their ideas effectively in public speaking. Making use of body language, movements, and visual aids to engage an audience will be covered as well as strategies for dealing with anxiety.

***This course now also includes a component on Improving writing skills, to review the importance of grammar, outline structure, thesis statements, and referencing resources for academic papers.***

As a basis for understanding both written and spoken communication, the course will begin with a Theology of Communications to link the nature of communications to an understanding of how God communicates with His people.

## Expected Learning Outcomes:

This course will begin with a foundational understanding of the Theology of Communications to answer the question: How do we understand our mandate to communicate in light of how God communicated with us? From this basis, we will cover:

- Determining what constitutes successful "communication"
- Self-awareness and listening skills as starting points
- Matching communications tool with the message and audience
- Writing skills including crafting a thesis, argument, supporting evidence
- Persuasion in writing and public speaking
- Public speaking - forms, styles, creating and delivering an effective speech

Students will have achieved the following outcomes:

- A foundational understanding of the significance of communications to all relationships and ministry endeavors
- Improved confidence in public speaking, crafting a speech and connecting with the audience effectively
- Knowledge of the difference between 3 kinds of speeches: personal, informative, persuasive
- Experience of delivering impromptu as well as prepared speeches to the class
- Refined skills in writing papers, speeches, and other tools

## Course Schedule: 12 Classes

January 11 - First Class - Introduction to the Course, Questionnaire and Group Activity

January 18 - Theology of Communications, Listening

January 25 - Theology of Communications, Thinking, Topic Choice

February 1 - Thesis Statements, Outlines Personal Essay Due

February 8 - Writing and Public Speaking

**February 15 - Family Day - No Class**

February 22 - Public Speaking, Research Paper Due

February 29 - Public Speaking

March 7 - Personal Speech Presentations

March 14 - Public Speaking

March 21 - Informative Speech Presentations

**March 28 - Easter Monday - No Class**

April 4 - Group A - Persuasive Speech Presentations

**April 11- Group B - Persuasive Speech Presentations, Last Day of Class for this Course**

## Requirements:

Students are expected to attend all classes and complete all assignments. Some assignments will be handed in as hard copies, some on **Moodle**, and some assignments will be oral presentations/public speaking in class. The research paper must be written using the Chicago Style Manual for attributing sources and quotes, and turned in using **Moodle**.

Ambrose University uses **Turnitin** which enables instructors to verify if content within the paper is plagiarized. For this reason, the research paper **MUST** be turned as a Word document using **Moodle**. Plagiarism is taken very seriously at Ambrose as it represents a breach of academic integrity and personal ethics.

Students are also expected to participate in class discussions, group discussions, and respectfully listen to the speeches and oral presentations of their fellow students.

---

**Course Mark Distribution:**

---

Class Participation	10%
Personal Essay	10%
Research Paper	15%
Public Speech #1 - Personal	20%
Public Speech #2 - Informative	20%
Final Speech #3 - Persuasive	<u>25%</u>
<b>TOTAL</b>	<b>100%</b>

**Attendance:**

Students are expected to attend all classes. If a student misses 3 or more classes, unless due to a significant medical illness, they will not complete the course. In the case of family or personal emergencies, please notify the instructor immediately via email, and the school Registrar. If you need to miss a class due to participation in a sports tournament or other school obligations, or because you are ill, please notify the instructor by email *before* the class.

**Grade Summary:**

The available letters for course grades and their corresponding percentages are as follows:

<u>Letter Grade</u>	<u>Percentages</u>
A+	100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	66-69
D	63-65
D-	60-62

## Communications 100 Assignments

### Class Participation

In this course, worksheets for communications, writing, and public speaking skills, will be handed out and although they are not part of the student's grade, they will be considered part of the Class Participation percentage of the grade and therefore do need to be completed and turned in. Students who wish to receive full marks for Class Participation must make a consistent effort to participate in class discussions and group activities, **and** respond to class questions. In addition, their impromptu "Popcorn Speeches" will also be included in their Class Participation mark.

---

### Assignment #1 - Personal Essay, 3-5 pages (10% of grade) Due Date: February 1

This paper will be 3-5 pages long, double spaced, Times Roman 12, one inch margins, printed on 8.5 x 11 paper and handed in electronically on **Moodle**. This paper will explore a topic of the student's choosing relative to their personal experience, and follow the guidelines and criteria for an essay as set forth in the class.

---

### Assignment #2 - Research Paper, 7-10 pages (15% of grade) Due Date: February 22

To provide students with the opportunity to improve their research paper writing skills, a draft can be submitted on February 16 (posted on Moodle) and will be returned with feedback and suggestions for improvements on February 19. The final version of the research paper is due which will enable the student to do a rewrite and improve the paper for grading. It must be submitted in electronic form on **Moodle**, and follow **The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers**. *This is a reference work available in the library. You need to review the requirements for how to set up a bibliography, how to do quotes within a research paper, and how to do footnotes. Also: See pp 97-103 in Making Sense for a brief version of the Chicago Manual of Style.*

---

### Assignment #3 - Personal Speech #1 - 4-5 minutes (20% of grade) Presented in Class: March 7

A Personal Speech is one in which you briefly introduce yourself to the class. The content must not be fictional. The goal of this speech is to focus on organization of your ideas, use creativity and humour, to explore storytelling as an important part of public speaking.

***You must submit full manuscript notes or outline to the instructor prior to making your presentation. This must include the Speech Cover Page Template (See Appendix 1 below).***

---

### Assignment #4 - Informative Speech #2 - 5-7 minutes (20% of grade) Presented in Class: March 21

An Informative Speech cannot be fictional. It should present key information about a topic which interests you and the focus is on organization of ideas, use of creativity, and making the topic interesting and engaging for the audience.

***You must submit full manuscript notes to the instructor prior to making your presentation. This must include the Speech Cover Page Template (See Appendix 1 below).***

---

### Assignment #5 - Persuasive Speech #3 - 7-8 minutes (25% of grade) Presented in Class: April 4 and April 11

The Final Speech will be a **PERSUASIVE** speech. The goal of this speech is to change the way your audience thinks and feels about a topic. Content and use of persuasive techniques are important in this speech. Presenters may use electronic visual or audio for this speech. Presentation slides (ie. Powerpoint) must be submitted to the instructor no later than midnight Sunday evening. **Powerpoints are not to be used to present all the content as text, but to provide visual support to the speech.**

---

---

## **APPENDICES**

For ALL speeches, please note the following requirements:

### **APPENDIX 1. Speech Cover Page Template**

Every speech manuscript or outline you hand to the instructor needs to have the following information on a first, separate page attached to the speech as follows:

**Name:**

**Title of Speech:**

**Purpose:** *(Why am I speaking on this topic)*

**Outcome:** *(What do I hope to accomplish by telling you this)*

**Method:** *(How I am going to accomplish this) (Example: I am going to talk about my childhood and what it was like to be raised by my grandmother.)*

**My Central Speech Statement:** *(Example: To know me is to know my passion for reading, cycling, films and God).*

---

### **APPENDIX 2. Speech Self Evaluation**

You need to write a one page speech self-evaluation. Here are some suggested questions for you to use to base your self-evaluation paper on:

1. Was my preparation adequate? Did I practice my speech at least 5 times and time it?
2. How did I feel about my delivery? Verbal? Non-verbal?
3. Was I anxious or calm?
4. Did I feel like the audience was with me?
5. Was I well organized and easy to follow?
6. Did I receive negative feedback? Positive feedback? Helpful critique?
7. Based on the feedback, what can I work on to improve next time?

This will be due the day after your speech presentation on Moodle.

---

## Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

### Exam Scheduling

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office

in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.