CO 030
Public Speaking
Summer 2013
Dr. Bob Rosenthal

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Text: A Concise Public Speaking Handbook (2nd ed.). Authors: Beebe and Beebe

About the Course

This is an introductory course in Public Speaking. We will study the basic elements of strategic speechmaking: research, development of content, audience analysis, ethics, organization, style and delivery. The goal of this course is to enable you to improve upon your ability to present a speech to an audience. Your achievement of this goal is directly dependent upon your effort during the course.

Attendance

You are allowed one unexcused absence. Your final grade in the course will be penalized one full letter grade for each additional unexcused absence. Examples of excused absences include documented illness, work-related situations, family emergencies and university commitments (athletes and other students in this category should provide me with the appropriate forms).

If you have an excused absence on the day you are assigned to speak you will be allowed to make up the work at a later date, without penalty. If you have an unexcused absence on the day you are scheduled to speak you will be allowed to make up the work with a penalty of one full letter grade.

At this point, the makeup date for all speeches is the last evening of class. If you are not able to speak on that day you will receive a grade of incomplete for the course or a grade of “F” on the missed speech, depending upon the reason for your absence. You may only make up one speech on that day. Thus, if you miss more than one speech you will receive a grade of zero for the second missed speech.

Note: Speeches in this course are the equivalent of examinations in other courses. You should prepare for a speech thoroughly, just as you would prepare for an exam.
Assignments

Your final grade in this course will be determined in the following manner:

- **Impromptu Speech**: 05%
- **Personal Introduction Speech**: 10%
- **Informative Speech**: 25%
- **Persuasive Speech**: 30%
- **Argumentative Speech**: 25%
- **Class Attendance**: 05%

**Impromptu Speech**: A 2 – 3 minute speech requiring limited preparation. The speech will enable you to develop your organizational ability and the ability to “think on your feet.”

**Personal Introduction Speech**: A 3 - 4 minute speech in which you will introduce yourself to the class by using three items to represent your past, present and future. Your speech will explain how each of these items represents some facet of your life.

**Informative Speech**: A 5 - 7 minute presentation in which you will inform your audience about a topic of interest. This speech will require media support. You must submit an outline with this speech.

**Persuasive Speech**: A 6 - 8 minute presentation in which you convince the audience that a problem exists and that they should take action to solve the problem. You must submit an outline with this speech.

**Argumentative Speech**: A 6 - 8 minute presentation in which you take a stand on an issue and persuade the audience of the validity of your position. You must submit an outline with this speech.

**Plagiarism**
Plagiarism is the use of material in a paper or a speech without proper attribution to the source of that material. You will be required to do research for several of your presentations. You must cite your sources, just as you would in a research paper. Failure to do so is a severe ethical violation. If you are caught plagiarizing you will automatically fail this course. Scholastic dishonesty includes, but is not necessarily limited to, plagiarism, fabrication, facilitating academic dishonesty, cheating on examinations or assignments, and submitting the same paper or substantially similar papers to meet the requirements of more than one course without seeking permission of all instructors concerned. Scholastic misconduct may also involve, but is not necessarily limited to, acts that violate the rights of other students, such as depriving another student of course materials or interfering with another student’s work.
## Tentative Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>Monday, June 24</td>
<td>Introduction to Course; Principles of Public Speaking</td>
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<tr>
<td>Wednesday, June 26</td>
<td><strong>Personal Introduction Speeches</strong></td>
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<tr>
<td>Monday, July 1</td>
<td>Lecture on Informative Speeches</td>
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<tr>
<td>Wednesday, July 3</td>
<td>No Class This Evening</td>
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<tr>
<td>Monday, July 8</td>
<td><strong>Informative Speeches: Group I</strong></td>
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<tr>
<td>Wednesday, July 10</td>
<td><strong>Informative Speeches: Group II</strong></td>
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<tr>
<td>Monday, July 15</td>
<td>Lecture on Persuasive Speeches</td>
</tr>
<tr>
<td>Wednesday, July 17</td>
<td><strong>Problem Solving Persuasive Speeches, Group II</strong></td>
</tr>
<tr>
<td>Monday, July 22</td>
<td><strong>Problem Solving Persuasive Speeches, Group I</strong></td>
</tr>
<tr>
<td>Wednesday, July 24</td>
<td>Lecture on Argumentative Speeches; <strong>Impromptu Speeches</strong></td>
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<tr>
<td>Monday, July 29</td>
<td><strong>Argumentative Speeches, Group I</strong></td>
</tr>
<tr>
<td>Wednesday, July 31</td>
<td><strong>Argumentative Speeches, Group II; Make-up Speeches</strong></td>
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</table>

### Classroom Decorum:

Please turn off all cell phones and other electronic devices when class begins. If your phone wrings during class I reserve the right to answer it for you. If you take notes on your laptop you must sit in the front row. If you are late to class on a night when there are student speeches please wait until the current speaker has completed her/his presentation prior to entering the classroom.

Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations. It is the responsibility of students to review course syllabi as soon as they are distributed and to consult the faculty member promptly regarding any possible conflicts with observed religious holidays. If asked, the student should provide accurate information about the obligations entailed in the observance of that particular holiday. However, it is the responsibility of the student to complete any and all class requirements for days that are missed due to conflicts due to religious holidays.
Boston College Mission Statement

Strengthened by more than a century and a half of dedication to academic excellence, Boston College commits itself to the highest standards of teaching and research in undergraduate, graduate and professional programs and to the pursuit of a just society through its own accomplishments, the work of its faculty and staff, and the achievements of its graduates. It seeks both to advance its place among the nation's finest universities and to bring to the company of its distinguished peers and to contemporary society the richness of the Catholic intellectual ideal of a mutually illuminating relationship between religious faith and free intellectual inquiry.

Boston College draws inspiration for its academic societal mission from its distinctive religious tradition. As a Catholic and Jesuit university, it is rooted in a world view that encounters God in all creation and through all human activity, especially in the search for truth in every discipline, in the desire to learn, and in the call to live justly together. In this spirit, the University regards the contribution of different religious traditions and value systems as essential to the fullness of its intellectual life and to the continuous development of its distinctive intellectual heritage.

WCAS Grading System

The undergraduate grading system consists of twelve categories: A (4.00), A- (3.67), excellent; B+ (3.33), B (3.00), B- (2.67), good; C+ (2.33), C (2.00), C- (1.67), satisfactory; D+ (1.33), D (1.00), D- (.67), passing but unsatisfactory; F (.00), failure; I (.00), incomplete; F (.00), course dropped without notifying office; W (.00), official withdrawal from course. The graduate grading system is A (4.00), A- (3.67), Excellent; B+ (3.33), B (3.00), good; B- (2.67), C (2.00), passing but not for degree credit; F (.00), failure.

Grade Reports. All students are required to log into the web through Agora to access their semester grades. Students must utilize their BC username and password to log on. If your username or password is not known, the Student Learning and Support Center in the O’Neill Library Computer Center will issue a new one. The SLSC requires a valid picture ID (a BC ID, driver’s license or passport) to obtain your password.

Important Policies

http://www.bc.edu/content/bc/schools/advstudies/guide/academicinteg.html

Disability Statement

Classroom accommodations will be provided for qualified students with documented disabilities. Students are invited to contact the Connors Family Learning Center office about accommodations for this course. Telephone appointments are available to students as needed. Appointments can be made by calling, 617-552-8903. You may also make an appointment in person. For further information, you can locate the disability resources on the web at http://www.bc.edu/content/bc/libraries/help/tutoring/specialservices.html.