

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX NO. SPC 205	EFFECTIVE DATE Fall 2008	NEXT REVIEW DATE Fall 2009		
TITLE:		CREDITS	CONTACTS		
			CLASS - LAB - TOTAL		
Public Speaking		3	3	0	3

PREREQUISITES: ENG 101 with grade of "C" or better;
Corequisite: ENG 102

DESCRIPTION: This course is an introduction to principles of public speaking with application of speaking skills. For Transfer.

TEXTBOOK(S) OR ALTERNATIVE: Hamilton Gregory, Public Speaking for College and Career, Eighth Edition. McGraw Hill Publishing Co.

SPC 205 Workbook

MATERIALS (specifying those to be purchased by student): Students are required to supply one blank videocassette tape with their name written on it. Also, one three ring binder with notebook paper, pens, textbook, and pencils. (Everyday)

COLLATERAL READING:

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

ACADEMIC HONESTY: All students are reminded of college policy regarding Academic Dishonesty as outlined in the Student Code Handbook, pages 9-11. Should any student break college policy and submit an essay that is not entirely his/her own work, plagiarize, or cheat on any assessment, he/she will receive a 0/F for that assignment.

ATTENDANCE: Students are expected to attend all scheduled classes, however, for day classes no more than six classes may be missed, and for an evening class not more than three classes may be missed—regardless of excuse. After the excessive absence, the student will be dropped from the course with an F. If the instructor drops a student for excessive absences at any time during the semester, a grade of "F" will be assigned. If the student withdraws from the course, a grade of "W" or "WF" will be assigned as outlined in the college catalog. Should a student leave class before class is dismissed, it will count as an absence.

TARDY: A student is considered tardy if not in the classroom at the time the roll is taken. Should the student be habitually tardy, he/she will be warned afterwards, each tardy will count as an absence.

TESTING: Pop quizzes will be given randomly during the term. Should a student be late or miss a quiz with an unexcused absence, he/she must provide a written, verifiable excuse upon his/her return to

class. Make-up tests will then be given at the earliest possible date. Should the student fail to follow this procedure, the student will receive a 0 on the assessment.

ASSIGNMENTS: Students are expected to present speeches on the days that they are assigned. Any speeches not given on the assigned date must be made up during the following class meeting. Speeches given late will be lowered one letter grade. No other assignments will be accepted late. Students are responsible for any notes, handouts, and/or assignments given during their absence. The instructor also reserves the right to refuse any paper/speech that does not follow assignment guidelines.

CLASS POLICY: All cell phones, beepers, pagers, etc. must be turned off upon entering class and must remain off and unseen during class.

DISABILITIES STATEMENT: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog)

STUDENT ID: It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning.

After the first week of classes, instructors are required to dismiss students without ID from class. The student may get his/her ID (or the student may go to Student Services and get a temporary stick on ID for one day for \$1.00 or a permanent one for \$3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

RESOURCES (A-V, persons, tools/equipment):

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and
Calendar or approximate length of time devoted to topic:

TENTATIVE CLASS OUTLINE

Welcome, Introductions & Review Syllabus
Homework - Read Chapter 1
Library & Interview Worksheet (Impromptu #1)
Discuss Chapter 1
Vocabulary Quiz #1 Key Terms (Game #2)
Homework - Read Chapter 15

Discuss Chapter 15 Informative Speeches
Homework - Read Chapter 5
Quiz #2 Chapters 15 & 5
Discuss Informative Speaking and Selecting a topic
Homework - Read Chapter 10
Quiz #3 Chapter 10 The Body of the Speech
Homework - Read Chapter 11
Quiz #4 Chapter 11 Introductions & Conclusions
(Impromptu #3)
Homework Read Chapter 12
Review outlining the Speech and
Discuss Chapter 12
Video Confident Public Speaking
Homework - Read Chapter 8
Discuss Chapter 8 Supporting Your Ideas
Homework - Read Chapters 9 & 14
Discuss Visual Aids and Delivering the Speech
Homework - Read Chapter 6
Discuss Chapter 6
Informative Speech Outlines due (Game #4)
Informative Speeches Round One
Informative Speeches Round Two
Informative Speeches Round Three
Critique
Review for Midterm
Homework - Study for Midterm
MIDTERM
Homework - Read Chapter 16
Quiz #5 on Chapter 16
Speaking to Persuade
Homework - Read Chapter 17
Discuss Chapter 7
Discuss Persuasive Topics
Library Research Day
Persuasive Speech Outlines due
Discuss Persuasive Strategies
Review, Prepare for Persuasive Speeches
Discuss Persuasive Outlines
Persuasive Speeches Round One
Persuasive Speeches Round Two
Persuasive Speeches Round Three
View and Critique Speeches
Assign Groups for Group Presentations
Homework - Read Chapter 19
Discuss Chapter 19 Speaking in Groups (Game #5)
Group Presentations Outline Due
Work in Groups for Presentation in Library
Group Presentation
Complete Group Presentations
Review for Final Exam
FINAL EXAM

OBJECTIVES OF COURSE: Students taking this course will learn the basic techniques of successful public speaking including selecting and researching topics, organizing and presenting ideas, analyzing an audience, and building confidence. At the completion of this course, students will be able to plan effective informative and persuasive speeches and/or group presentations, demonstrate effective delivery techniques, and critically analyze other oral presentations.

COLLEGE WIDE OBJECTIVES: Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES: Speeches, use of visual aids, class readings and discussions, oral presentations, critiques and evaluations, examinations, and assignments will be used as instructional methods.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Final grade will be determined by the following:

<i>One Informative Speech</i>	
<i>One Persuasive Speech</i>	
<i>One Group Presentation.....</i>	<i>30%</i>
<i>One Midterm</i>	
<i>One Final Exam.....</i>	<i>25%</i>
<i>Quizzes.....</i>	<i>25%</i>
<i>Three Outlines.....</i>	<i>10%</i>
<i>Worksheets, homework & class assignments.....</i>	<i>10%</i>

GRADING SCALE:

A =	90 -	100
B =	80 -	89
C =	70 -	79
D =	60 -	69
F =	0 -	59