

ORAL COMMUNICATION FOR INTERNATIONAL STUDENTS

INSTRUCTOR: Kami J. Anderson, Ph.D.
Assistant Professor – English, Technical Communication and Media Arts
OFFICE: **J316**

OFFICE HOURS: Mondays and Wednesdays 12:00PM -1:30PM

All other times by appointment only

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COURSE SYLLABUSCOURSE DESCRIPTION

This course is designed to develop skills that will strengthen effective communication within a variety of contexts included, but not limited to academic and organizational settings, with business and professional associates, and with family and friends. It is a performance course that is based on the study of communication theory as applied to a numerous public speaking situations and social interactions. The overall goals of this course are to improve the student's ability to speak before an audience, to listen to and analyze speeches, to interact more effectively interpersonally with others and to increase awareness of the role of communication in our complex society.

Although natural ability is an asset, every student's capabilities in speech communication can be markedly improved through (1) an understanding of the communication process, (2) continued training in communication principles, and (3) practice in interpersonal, intercultural, group and speaker-audience situations.

It is the intention of the professor for this course to proceed in the same manner as a Human Communication Basic Course following the pace and understanding of the students enrolled in the course.

LEARNING OUTCOMES

- Demonstrate effective oral communication skills in multiple genres and discourses
- Abstract and summarize complex ideas from oral exchanges
- Analyze various texts and make effective oral presentations that summarize findings
- Conduct an interview and extract relevant information

COURSE OBJECTIVES

At the end of this course, the student should

- Be knowledgeable of the elements of the communication process and barriers that inhibit effective communication,
- Be able to identify the various modes and types of communication,
- Understand the role that culture plays in the communication process
- Recognize the influence that perception and the self-concept has on the communication process
- Understand the importance of non-verbal communication and its role in the communication process
- Understand the highly personal meaning and potentially powerful effects of language
- Be knowledgeable of the roles of speakers and listeners as active participants in the communication process

- Understand of the public speaking process
- Understand the usefulness and process of audience analysis
- Learn how to overcome the fears associated with public speaking
- Be able to organize and present intelligent and effective speeches
- Be able to work productively and positively as a member of a group
- Be able to incorporate various aspects of technology effectively in the communication process

REQUIRED TEXT:

Hemmert, N. G. (2008). *Public Speaking in American English: A guide for Non-Native Speakers*. Boston: Pearson.

RECOMMENDED TEXT

O'Hair, D., Rubenstein, H. and Stewart, R. (2007). *A Pocket Guide to Public Speaking* (2nd ed.). Boston: Bedford/St. Martin's

COURSE REQUIREMENTS

ATTENDANCE: You are expected to attend all classes. Absences require a physician's note that you are to be excused. Do not be late for class. **Coming to class late or leaving early without permission from Dr. Anderson will be counted as an absence for the entire class period.**

All students are allotted a maximum of three (3) unexcused absences for the semester. Absences beyond the allotted amount will result in a 10-point reduction in your final grade for EACH occurrence

Inform Dr. Anderson if an emergency prevents you from giving a speech on an assigned date. **If you are absent during your scheduled speaking time, a grade of zero (0) will be assigned** unless you present a doctor's note within 24 hours. If you are absent or tardy for any reason, you are responsible for finding out what material was covered and whether any announcements were made **from your colleagues, not Dr. Anderson.**

TEXT: Nancy Grass Hemmert's *Public Speaking in American English* is the text for this course. It is available at the university bookstore. Daily reading assignments from the text are listed on the course schedule. You will be expected to have read the material *before* you come to class.

Preparation: Speeches and Written Assignments: You will be required to deliver four speeches. You will be evaluated on your skill in selecting and researching a topic, organizing and delivering your speeches, and following instructor requirements. You will be evaluated on the criteria on the grading sheet(s), your ability to adapt while presenting the information orally, and your adherence to time limits.

If you do not deliver your speech within the specific time frame, your grade will suffer. In addition, failure to complete all speaking assignments will result in a final course grade of F.

Outlines: You must prepare an outline for each speech. All written assignments are to be neatly typed, double-spaced on 8 ½ -by-11-inch paper with one (1) inch margins all around. Follow APA (American Psychological Association) guidelines regarding fonts, headings and pagination. Incomplete sentences and mistakes in grammar, punctuation, and spelling will adversely affect your grade. Guidelines and sample outlines will be discussed in class and can be found on WebCT.

Note: On the first day of scheduled speeches, you must turn in two (2) typed copies of your outline and your grading sheet. One outline will be graded and returned to you; the other copy will be kept in the course administration file. If you fail to turn in the required copies, you will receive a 0 for the entire assignment.

You must prepare an outline for each speech. This outline is meant to serve as a presentation aid for you as well as a reference for Dr. Anderson during your presentation. All outlines are to be neatly typed and follow the criteria for typed-written assignments detailed above.

Speech Critiques/Peer Evaluations: You will critique four speeches. Two will be inside the classroom setting and two will be outside the classroom setting (e.g., speakers on campus, in the city council, in church, etc.). If Dr.

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Anderson does not provide the opportunity during class time, **you are responsible for critiquing a speaker at an out-of-class function.** You must bring proof of your attendance to out-of-class functions. **All critiques will be submitted through WebCT. The due dates for the critiques are as follows:**

Week 6	<i>Out-of-Class critique #1</i>
Week 9	<i>In-class critique #1</i>
Week 13	<i>Out-of-class critique #2</i>
Week 14	<i>In-class critique #2</i>

Additionally, you are responsible for evaluating the speech performance of your peers. During the semester, you are responsible for submitting two peer evaluations of two distinct colleagues and two distinct presentations. In short, you must submit an evaluation of two classmates but the evaluations cannot be for the same type of speech. These evaluations will be distributed anonymously to the colleague you will be evaluating. **The evaluations prepared during class do not count as an in-class critique, but may be utilized to prepare an in-class critique.**

Grades: You will be graded in this class based on 1) the number of points you earn for each exam, speech, and written assignment and 2) your class participation. Keep track of your scores on the Student's Record of Grades form. At the end of the semester, add up your points, and use the following chart to determine your grade. Dr. Anderson will not average your grade for you.

A	=	1000-900
B	=	899-800
C	=	799-700
D	=	699-600
F	=	under 600 points

RULES OF DISCOURSE

This is a performance-based course. Therefore, the expectation is all students will actively participate in not only their assignments but class discussions as well. Every student is expected to demonstrate: **MUTUAL RESPECT OF THE OPINIONS OF HIS/HER COLLEAGUE.** Additionally, your attendance (or lack thereof) will be reflected in your participation grade.

Participation: All students are expected to participate in class dialogues. Participation is not just coming to class. Class participation for this course is more than taking notes and nodding and agreeing. Participation is making sure you are an active part of the class discussion. This role includes but is not limited to:

- Asking questions without fear of judgment or ridicule from your classmates
- Answering questions posed by Dr. Anderson or your classmates
- Providing comments to statements made in class
- Checking for your own understanding
- Participating in group activities in class

It is difficult for you to receive full credit for class participation if you are not in class. Please be mindful of this throughout the semester.

READINGS/ASSIGNMENTS

This course is purposefully front loaded with readings in order to accommodate the inordinate number of papers and exams students have at the end of the semester. Students are expected to have all weekly readings completed before the first class day of each week. Unless otherwise stipulated by the instructor, all assignments given outside of the readings are due the following class day (i.e.: an assignment given on Monday is due on Wednesday). **Please keep in mind that Dr. Anderson does not lecture strictly from the textbook, so it is critical you do all outside readings. I reserve the right to implement quizzes on readings.**

PLAGIARISM will not be tolerated in any form. Students will be subjective to a grade of “F” or possible academic expulsion, if such unethical practices are employed. This course is taught in compliance with policies of the ADA and EEOC. Detailed information on these policies is available upon request or can be found on the University Website.

ADA PROCEDURES: Southern Polytechnic State University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students in need of accommodations due to a disability should contact the Dean for Special Student Services for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester.

DRESS CODE: We believe that in addition to presenting a well-prepared and well-practiced speech, the wearing of business attire is one way to create an image of the “Speaker as Leader”. This, in turn, communicates a message of professionalism, seriousness, sophistication and credibility through both verbal and non-verbal symbols. Therefore, unless otherwise informed, students are required to wear business attire for every speech given in this course. (*Gentlemen: suit or dress slacks and blazer, shirt and tie and dress shoes; Ladies: pant/skirt suit or dress and dress shoes*). Failure to adhere to this policy for the Informative, Persuasive and Group Speeches will result in a deduction of points for that speech.

SPECIALNOTE: Dr. Anderson does not discuss grades and student progress with parents, unless there is a medical need for a conference. All students at Southern Polytechnic University are expected to demonstrate personal responsibility and maturity by “handling their business” in an adult, professional manner ***on their own!***

Final grades will be based on the quality of written and oral assignments completed, as well as, the active, consistent and meaningful contributions made in class. All written work is to be submitted on time, typed (doubled-spaced) and proof read. Points will be deducted for unedited work. **Late assignments will not be accepted.** Students will be expected to keep a copy of all work submitted and a record of the points earned based on the criteria below.

SPECIAL NOTE: Because of the difficulty of scheduling and the limited time framework,

1. No make-up speeches or exams will be permitted without a medical excuse or other pertinent documentation.
2. More than TWO (2) unexcused absences may result in a grade reduction. In the event of an absence, the student is responsible for keeping current with all assignments.

<u>AREA A...SPEECHES w/Outlines</u>	POINTS
1. Introductory Speech	75 _____
2. Informative Speech	150 _____
3. Persuasive Speech	175 _____
4. Team Presentation	200 _____
Total points possible	600
	Total rec'd _____

<u>AREA B...Written Assignments</u>	POINTS
1. Speech Critiques (4 @ 25 points)	100 _____
2. End of Semester Reflection	50 _____
Total points possible	150
	Total rec'd _____

<u>AREA C...Instructor Points</u>	POINTS
1. Class Participation	100 _____
2. Oral Self-Evaluation (total - 4)	100 _____
Total points possible	200
	Total rec'd _____

<u>AREA D...Other Assignments</u>	POINTS
1. Team Workshops Activity	35 for both assignments 1 & 2
2. PowerPoint Activity: Chapter 22 activity	_____
3. Final Speech (Topic at the instructor's discretion)	15 _____ (EXTRA POINTS)
4. FINAL EXAM	100 _____
Total points possible	150

FINAL GRADE POINTS	CUMULATIVE TOTAL POSSIBLE	1100	TOTAL REC'D _____
Less _____ absences x 10 points each			_____
	Total	_____	

Southern Polytechnic State University **Weekly Course Schedule**

Dr. K. J. Anderson

Week	Dates	ENGL 3000 - Chapter(s)	Readings, Assignments, etc
1	August 24- August 28	Syllabus Becoming a Public Speaker Listeners and Speakers Ethical Public Speaking	Chapter 1
2	August 31- September 4	Discuss Introductory Speech Assignment Managing Speech Anxiety Giving it a Try: Preparing your first Speech	Chapter 2, Assignment: "Any old bag will do"
	September 7	Labor Day – No Monday Classes	
3	September 7- September 11	Introductory Speeches - "Any old bag will do"	
4	September 14- September 18	Analyzing the Audience Selecting a Topic and Purpose Organizing the Speech	Chapter 4; Oral Self Reflections in class
5	September 21- September 25	Types of Organizational Arrangements Outlining the Speech Developing the Introduction Developing the Conclusion	Chapters 5 and 8
6	September 28- October 2	Introduce Informative Speech Assignments The Informative Speech Developing Supporting Material Using the Internet to Support Your Speech	Chapter 13; Out-of-Class Critique #1 Due
7	October 5 - October 9	Using Language to Style the Speech Using Presentation Software Methods of Delivery The Voice in Delivery The Body in Delivery	Chapters 9 and 12
8	October 12 - October 16	Informative Speeches	Assignment: Outlines Due
9	October 19 - October 23	Informative Speeches	In-Class Critique #1 Due
10	October 26 - October 30	Discuss Persuasive Speech Assignment The Persuasive Speech Developing Arguments for the Persuasive Speech Organizing the Persuasive Speech Using Presentation Aids in the Speech Designing Presentation Aids	Chapter 14 ; Oral Self Reflections in class
11	November 2- November 6	Discuss Group Presentation Assignment Communicating in Groups Business and Professional Presentations Speaking in other College Courses	
12	November 9 - November 13	Persuasive Speeches	Assignment: Outlines due
13	November 16 - November 20	Persuasive Speeches	Out-of-Class Critique #2 Due
14	November 23 - November 27	Group Presentations	Oral Self Reflections in class; In-Class Critique #2 Due
15	November 30- December 4	Final Speeches – Impromptu Speech	Oral Self Reflections in class
	December 7- December 11	FINAL EXAMS DUE	