Course Description

Presents the basic principles of speechmaking and opportunities for students to develop their own skills. With the assistance of the course text, this course demonstrates the principles of public speaking in action. Course requires student have equipment needed to record and submit a speech. The three speeches can be submitted through MySpeechLab, Skype, and DVD.

Prerequisites

None

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Discuss the basic foundations of public speaking.
2. Analyze an audience and establish credibility.
3. Research, analyze, and organize supporting materials.
4. Organize and deliver effective speeches.
5. Discuss the use of effective verbal and nonverbal communication.
6. Use visual aids effectively.
7. Deliver informative, invitational, persuasive, and special occasion speeches.
8. Speak effectively in small groups.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives**: Each unit contains learning objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Summaries**: Each unit contains an overview, or summary, of the information to be covered.
3. **Reading Assignments**: Each unit contains reading assignments from one or more chapters in the textbook.
4. **Key Terms**: Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.
5. **Learning Activities (non-graded)**: Teaching moments are recorded sessions in which your instructor explains and illustrates for students in detail how key points of interest in the unit are applied. Teaching moments are in Units I, II, VI, and VIII.
6. **Discussion Boards:** Discussion Boards are a part of all CSU term courses. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.

7. **Unit Assessments:** This course contains five unit assessments, one to be completed at the end of Units I, III, IV, V, and VII.

8. **Speech Performances 1, 2, and 3:** Units II, VI, and VIII contain Speech Performance assignments. Instructions and specifications, including the grading rubric specific to each assignment, are provided as printable documents in the Speech Performances link in the Course Menu under the subheading Course Information. Example outlines, instructions, and specifications for submitting each Speech Performance are also provided in the respective units.

9. **Final Exam (Proctored):** The Final Exam for this course is composed of 50 multiple choice questions and is comprehensive. All final examinations are supervised by an approved Proctor. You are permitted four (4) hours to complete this exam, in the presence of your approved proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

10. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

11. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**Final Examination Guidelines**

Final Exams are to be administered to students by an approved Proctor. CSU approves two, flexible proctoring options: a standard Proctor, who is chosen by the student and approved by the university, or Remote Proctor Now (RP Now), an on-demand, third-party testing service that proctors examinations for a small fee.

A standard Proctor is an unbiased, qualified individual who is selected by the student and agrees to supervise an examination. You are responsible for selecting a qualified Proctor, and the Proctor must be pre-approved by CSU.

Students choosing RP Now must have an operational webcam/video with audio, a high-speed internet connection, and the appropriate system rights required to download and install software.

To review the complete Examination Proctor Policy, including a list of acceptable Proctors, Proctor responsibilities, Proctor approval procedures, and the Proctor Agreement Form, go to the myCSU Student Portal from the link below.

http://mycsu.columbiasouthern.edu

You are permitted four (4) hours to complete this exam, in the presence of your approved Proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

**Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.**

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students. Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.
Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion Boards (8 @ 1% each)</td>
<td>=8%</td>
</tr>
<tr>
<td>Unit Assessments (5 @ 4% each)</td>
<td>=20%</td>
</tr>
<tr>
<td>Speech Performance 1</td>
<td>=7%</td>
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<tr>
<td>Speech Performance 2</td>
<td>=15%</td>
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<tr>
<td>Speech Performance 3</td>
<td>=20%</td>
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<tr>
<td>Final Exam</td>
<td>=30%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>=100%</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>An Introduction to Public Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Lesson Guide</td>
</tr>
</tbody>
</table>
| **Read:** | ☐ Chapter 1: An Introduction to Public Speaking  
☐ Chapter 2: The Ethics of Public Speaking  
☐ Chapter 3: Speaking Confidently |
| **Discuss:** | ☐ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time) |
| **Submit:** | ☐ Assessment by Tuesday, Midnight (Central Time) |

| Notes/Goals: |

<table>
<thead>
<tr>
<th>Unit II</th>
<th>Listening and Audience Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Lesson Guide</td>
</tr>
</tbody>
</table>
| **Read:** | ☐ Chapter 4: Responding to Speeches  
☐ Chapter 5: Analyzing Your Audience |
| **Discuss:** | ☐ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
☐ Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| **Submit:** | ☐ Speech Performance 1 by Tuesday, Midnight (Central Time)  
☐ Proctor Approval Form |

| Notes/Goals: |

<table>
<thead>
<tr>
<th>Unit III</th>
<th>Selecting Your Topic and Doing Research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Study Guide</td>
</tr>
</tbody>
</table>
| **Read:** | ☐ Chapter 6: Selecting Your Speech Topic  
☐ Chapter 7: Researching Your Topic |
| **Discuss:** | ☐ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
☐ Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| **Submit:** | ☐ Assessment by Tuesday, Midnight (Central Time) |

| Notes/Goals: |
### Unit IV
**Arranging and Outlining Your Speech**

#### Review:
- Unit Study Guide

#### Read:
- **Chapter 8**: Supporting Your Speech
- **Chapter 9**: Organizing the Body of Your Speech
- **Chapter 10**: Introducing and Concluding Your Speech

#### Discuss:
- **Discussion Board Response**: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- **Discussion Board Comment**: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

#### Submit:
- **Assessment** by Tuesday, Midnight (Central Time)

### Notes/Goals:

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### Unit V
**Outlining, Wording, and Delivering Your Speech**

#### Review:
- Unit Study Guide

#### Read:
- **Chapter 11**: Outlining Your Speech
- **Chapter 12**: Wording Your Speech
- **Chapter 13**: Delivering Your Speech

#### Discuss:
- **Discussion Board Response**: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- **Discussion Board Comment**: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

#### Submit:
- **Assessment** by Tuesday, Midnight (Central Time)

### Notes/Goals:

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### Unit VI
**Speaking to Inform**

#### Review:
- Unit Lesson Guide

#### Read:
- **Chapter 14**: Using Presentational Aids
- **Chapter 15**: Speaking to Inform

#### Discuss:
- **Discussion Board Response**: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- **Discussion Board Comment**: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

#### Submit:
- **Speech Performance 2** by Tuesday, Midnight (Central Time)

### Notes/Goals:
<table>
<thead>
<tr>
<th>Unit VII</th>
<th>The Strategy and Structure of Persuasion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 16: The Strategy of Persuasion</td>
</tr>
<tr>
<td></td>
<td>□ Chapter 17: The Structure of Persuasion</td>
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<tr>
<td>Discuss:</td>
<td>Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)</td>
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<tr>
<td></td>
<td>Discussion Board Comment: Comment on another student's Discussion Board response by Tuesday, Midnight (Central Time)</td>
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<tr>
<td>Submit:</td>
<td>□ Assessment by Tuesday, Midnight (Central Time)</td>
</tr>
<tr>
<td></td>
<td>□ Request to Take Final Exam</td>
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</tbody>
</table>

Notes/Goals:

<table>
<thead>
<tr>
<th>Unit VIII</th>
<th>Speaking on Special Occasions and in Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Lesson Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 18: Speaking on Special Occasions</td>
</tr>
<tr>
<td></td>
<td>□ Chapter 19: Speaking in and as a Group</td>
</tr>
<tr>
<td>Discuss:</td>
<td>Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)</td>
</tr>
<tr>
<td></td>
<td>Discussion Board Comment: Comment on another student's Discussion Board response by Tuesday, Midnight (Central Time)</td>
</tr>
<tr>
<td>Submit:</td>
<td>□ Speech Performance 3 by Tuesday, Midnight (Central Time)</td>
</tr>
<tr>
<td></td>
<td>□ Final Examination by Tuesday, Midnight (Central Time)</td>
</tr>
</tbody>
</table>

Notes/Goals: