SPEECH 251 WI: Principles of Effective Speaking

Course Location and Time:
TR; 1:00 pm to 2:15 pm
Hale Manaleo 111
CRN: 62382

Instructor: Jeffrey Ho
Email: jbho@hawaii.edu
Office: Hale Manaleo 106
Phone: 236-9292 (e-mail preferred)
Office Hours: Mon. 3:30-5:30pm; Wed. 12:00-1:00pm; Thurs. 12:00-1:00pm; or, please e-mail to schedule an appointment outside of the hours listed.

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O`ahu's Ko`olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment – inspiring students to excellence.

COURSE DESCRIPTION

SP 251 provides students with the opportunity to build on their public speaking skills through extensive practice in speech preparation and delivery techniques. This course will focus on how to organize a presentation, develop rhetorical skills, and use analytical skills. Prerequisite – Credit for ENG 100 or SP 151.

Activities Required at Scheduled Times Other Than Class Times: Two Individual Conferences
Please check class schedule for available conference times and dates. Conferences are mandatory.

STUDENT LEARNING OUTCOMES

1. Demonstrate correct usage of relevant concepts, theories, and principles of effective public communication.
2. Analyze the ethical implications of speaking and being an attentive audience member.
3. Select appropriate and effective speech topics.
4. Conduct quality research and gather supporting material for various types of public speeches.
5. Critique and provide constructive feedback to public speakers.
To provide flexibility to adapt to particular needs or circumstances, the instructor reserves the right to deviate from the course outcomes, to add or omit tasks, and to adjust grades or points as the circumstances of the particular situation justify.

### COURSE CONTENT

**Concepts, Topics, Skills and Competencies**

<table>
<thead>
<tr>
<th>Communication Models</th>
<th>Topic Selection</th>
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<tbody>
<tr>
<td>Audience Analysis</td>
<td>Listening and Responding</td>
</tr>
<tr>
<td>Organizational Methods</td>
<td>Nonverbal Communication</td>
</tr>
<tr>
<td>Verbal Communication</td>
<td>Persuasion</td>
</tr>
<tr>
<td>Methods of Speaking</td>
<td></td>
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</tbody>
</table>

### LEARNING RESOURCES

1. **Materials posted on Laulima**: Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. It is your responsibility to regularly check your Laulima account. Log in using your UH username and password. Please check your email frequently as the instructor often sends information via email. The address for accessing Laulima is: [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal).


3. Located below is a website to help with research, APA format & citations, and library resources. [http://manoa.hawaii.edu/researchbase/](http://manoa.hawaii.edu/researchbase/)

### STUDENT CONTRIBUTIONS

**Academic Integrity**: The Code of Student Conduct states that academic dishonesty includes both cheating and plagiarism. Plagiarism is, but is not limited to, “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Word-for-word copying of another’s work without the use of quotation marks and the citation of the source, paraphrasing another person's ideas without proper citation of the source, lack of reference to the sources (i.e., reference pages) from which the information was obtained, and misleading citations are all considered plagiarism.
**Attendance Policy:** Regular and prompt attendance is necessary for students to achieve the goals of this course. Most activities build upon one another so attendance and adequate preparation for each class period are essential. Students are responsible for material covered in classes in which they were absent (whether the absence was excused or unexcused) or late to class.

**Unexcused Absences:** Absolutely no make-up work is allowed for assignments missed due to unexcused absences. You will receive a score of “0” (zero) for any missed speech, examination, group presentation, or in-class activity due to an unexcused absence. If there is a prior engagement, notify your instructor and discuss your situation.

*Deductions for unexcused absences.* Attendance will be regularly recorded. You are allowed 3 (THREE) UNEXCUSED absences this semester. For every unexcused absence thereafter, 3 points (or, 3% of the total course grade) will be deducted from your overall grade.

*Deductions for tardiness.* If students are 15 minutes late to class or if they leave class 15 minutes or earlier, they will be marked as absent.

**E-mails:** The University of Hawaii e-mail has been declared an official means for communication with students. Executive Policy E2.213 reads: “Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages.”

**Cellular/Digital Phones and Other Electronic Devices:** Before attending class, turn off all cellular/digital phones and other portable electronic devices that can ring and disrupt the class.

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**COURSE TASKS**

**Participation:** Due to the nature of a speech course, participation is necessary. Class discussions (including online discussion forum posts), student involvement, in-class activities, and impromptu assignments are regarded as participation.

**Impromptu Speaking:** Students will be randomly selected to provide an impromptu speech to help build on presentation skills. If you are absent on an impromptu day, there will be no make-up participation regardless of the reason for your absence.

Your grade will be based on the total number of points you earn as outlined directly below. You may find it useful to use the assignment chart below to keep track of your points through the semester.
Writing Hallmarks:

- The course uses writing to promote learning of course materials.
- The course provides interaction between teacher and students while students do assigned writing.
- Writing contributes significantly to each student’s course grade. Writing assignments must make up at least 40% of each student’s course grade.
- The course requires students to do a substantial amount of writing—a minimum of 4,000 words, or about 16 pages.
  - Depending on the types of writing appropriate to the discipline, students may write critical essays or reviews, journal entries, lab reports, research reports or reaction papers.

*Written assignments include:* Homework and Self-Evaluations (min. 500 words), Commemorative Speech (min. 500 words), Informative Speech (min. 1000 words), Persuasive Speech (min. 1000 words), Invitational Speech (min. 1000 words).

**This course requires you meet with the instructor for two individual conferences this semester. Conferences are mandatory.**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework and Self-Evaluations (11)</td>
<td>23</td>
</tr>
<tr>
<td>Individual Writing Conferences (2)</td>
<td>2</td>
</tr>
<tr>
<td>Diagnostic and Impromptu Speeches (4)</td>
<td>5</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>15</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>20</td>
</tr>
<tr>
<td>Invitational Speech</td>
<td>25</td>
</tr>
<tr>
<td>Commemorative Speech</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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</tbody>
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Excellent      A (90-100)  
Above Average  B (80-89)  
Average        C (70-79)  
Minimal Passing D (60-69)  
Failure        F (0-59)  

**DISABILITIES ACCOMMODATION STATEMENT**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
## Tentative Class Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>TR Date</th>
<th>Topics &amp; Speeches</th>
<th>Assignments DUE</th>
</tr>
</thead>
</table>
| 1    | 9-Jan   | Introduction to the course  
  Activity: Impromptu Speeches | Impromptu Speech (1 pt) |
|      | 11-Jan  | Communication Models  
Why Speak in Public? (Ch. 1)  
Activity: The Cog  
1/12/18 – Last Day for 100% Refund | Read syllabus, sign and return last page |
| 2    | 16-Jan  | Listening and Responding (Ch. 2)  
Developing Your Speech Topic and Purpose (Ch. 3)  
Activity: Group Communication and Brainstorming | HW #1 (2 pts) - Matching Your Interests and Expertise to a Speaking Assignment |
|      | 18-Jan  | **Group Meeting**  
Activity: General Class Survey | HW #2 (2 pts) - General Class Survey *(print and bring to class)* |
| 3    | 23-Jan  | **Diagnostic Speeches (2 pts)**  
Speaking Anxiety  
Nonverbal Communication | |
|      | 25-Jan  | **Diagnostic Speeches**  
Audience and Speaking Environment (Ch. 4)  
Informative Speaking (Ch. 12) | HW #3 (2 pts) - Specific Purposes |
| 4    | 30-Jan  | Research and Supporting Materials (Ch. 5)  
Developing and Supporting Your Ideas (Ch. 6)  
Organizing and Outlining (Ch. 7)  
Activity: Specific Purposes | HW #4 (3 pts) - Self-Evaluation #1 |
|      | 1-Feb   | Research and Support (cont’d)  
**Activity: Library and Speech Lab Day**  
2/1/18 – Last day for 50% Refund; Last Day to Withdraw without a “W” Grade | HW #5 (1 pt) - Informative Topic Choices |
| 5    | 6-Feb   | Organizing and Outlining (cont’d)  
Activity: Workshop – Informative Speech | |
|      | 8-Feb   | **Informative Speeches (15 pts)**  
*Individual Conferences (1 pt)* | |
| 6    | 13-Feb  | **Informative Speeches**  
*Individual Conferences* | |
|      | 15-Feb  | **Informative Speeches**  
*Individual Conferences* | |
| 7    | 20-Feb  | **Informative Speeches**  
*Individual Conferences* | HW #6 (1 pt) - Persuasive Topic Choices |
|      | 22-Feb  | Persuasive Speaking (Ch. 15)  
Activity: In-Class Debates | Impromptu Speech (1 pt) |
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>27-Feb</td>
<td>Introductions and Conclusions (Ch. 8) Visual Aids (Ch. 11) Activity: Prove it</td>
<td>HW #7 (3 pts) - Research Inventory</td>
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<tr>
<td></td>
<td>1-Mar</td>
<td>Activity: Workshop – Persuasive Speech</td>
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<tr>
<td>9</td>
<td>6-Mar</td>
<td>Persuasive Speeches (20 pts)</td>
<td></td>
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<tr>
<td></td>
<td>8-Mar</td>
<td>Persuasive Speeches</td>
<td></td>
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<tr>
<td>10</td>
<td>13-Mar</td>
<td>Persuasive Speeches</td>
<td></td>
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<tr>
<td></td>
<td>15-Mar</td>
<td>Persuasive Speeches</td>
<td>HW #8 (2 pts) - The Semantic Triangle</td>
</tr>
<tr>
<td>11</td>
<td>20-Mar</td>
<td>Invitational Speaking (Ch. 13) Activity: You’re Invited!</td>
<td>HW #9 (3 pts) - Peer Evaluation</td>
</tr>
<tr>
<td></td>
<td>22-Mar</td>
<td>Activity: Workshop – Invitational Speech</td>
<td>HW #10 (1 pt) - Invitational Topic Choices</td>
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<tr>
<td>12</td>
<td>27-Mar</td>
<td>Spring Recess: No Classes 4/2/18 – Last Day to Withdraw with “W” Grade</td>
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<td></td>
<td>29-Mar</td>
<td></td>
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<tr>
<td>13</td>
<td>3-Apr</td>
<td>Invitational Speeches (25 pts) Individual Conferences (1 pt)</td>
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<td></td>
<td>5-Apr</td>
<td>Invitational Speeches Individual Conferences</td>
<td></td>
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<tr>
<td>14</td>
<td>10-Apr</td>
<td>Invitational Speeches Individual Conferences</td>
<td></td>
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<tr>
<td></td>
<td>12-Apr</td>
<td>Invitational Speeches Individual Conferences</td>
<td></td>
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<tr>
<td>15</td>
<td>17-Apr</td>
<td>Speaking on Special Occasions (Ch. 16) Language and Verbal Communication (Ch. 9) Activity: Impromptu Speeches</td>
<td>Impromptu Speech (1 pt)</td>
</tr>
<tr>
<td></td>
<td>19-Apr</td>
<td>Activity: Workshop – Commemorative Speech</td>
<td>HW #11 (3 pts) - Self-Evaluation #2</td>
</tr>
<tr>
<td>16</td>
<td>24-Apr</td>
<td>Commemorative Speeches (10 pts)</td>
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<tr>
<td></td>
<td>26-Apr</td>
<td>Commemorative Speeches</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>1-May</td>
<td>Commemorative Speeches</td>
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</tbody>
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SPEECH 251 (WI) PRINCIPLES OF EFFECTIVE SPEAKING

COURSE POLICIES AGREEMENT

I have read and reviewed my Speech 251 syllabus and course policies. By signing this document, I acknowledge that I understand the policies and requirements of this course.

Name (print): ________________________________

Signature: ________________________________ Date: ________________________________