

**COMM 1 – PUBLIC SPEAKING (5 Units)**  
**DE ANZA COLLEGE**  
**WINTER QUARTER 2024**

**COMM 1, Section 15Y – Tuesdays & Thursdays – 1:30PM to 3:20PM - L 49**  
**Online Hour (Zoom): Tuesdays & Thursdays – 12:00PM to 1:00PM**

**Instructor:** James Ahern, M.A., J.D.

**Online Office Hour (Zoom):** Tuesdays & Thursdays: 12:00PM to 1:00 PM (See Module section)

**TBA:** Instructor available on Zoom on Thursdays from 11:00AM to 12:00PM.

**Instructor E-Mail:** ahernjames@fhda.edu

**Phone:** 408-864-8999 Ext: 3179

**Instructor Website:** <https://www.deanza.edu/faculty/ahernjames/>

**Visit the Student Success Center:** <https://www.deanza.edu/studentsuccess/>

**Course Description:** Theory and techniques of public speaking in a democratic society. An introduction to a variety of perspectives and approaches used to research, organize, deliver, and evaluate public presentations.

**Textbook:** The Public Speaking Project: The Virtual Text.

<http://publicspeakingproject.org/psvirtualtext.html>

**Materials:** 4 by 6-inch note cards.

**Student Learning Outcomes:**

- SLO1: Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.
- SLO2: Display increasing confidence in speaking extemporaneously.
- SLO3: Demonstrate effective listening skills in various public speaking contexts.
- SLO4: Identify, locate, evaluate, and use information technologies and information sources.

**Course Objectives:**

Examine historical and cultural traditions of public speaking in both domestic and global contexts and their impact on our views, beliefs, and practices relating to speaking in public.

- Evaluate how making the decision to respect diversity, speak ethically, and think critically influences communication outcomes.
- Demonstrate skills in analyzing diverse audiences and creating presentations appropriate to those audiences.
- Research, analyze, organize, prepare, and evaluate informative and persuasive speeches.
- Develop confidence in delivering speeches extemporaneously.
- Develop listening skills to foster respectful, reflective, and critical listening appropriate for public presentations.

## **Course Requirements:**

- 1.) **Attendance and Participation:** This class requires your attendance and participation for every class session. Because your role includes being a speaker, a listener, and an evaluator, your attendance and promptness are vital to this class. Students may be **dropped** from this class if they have four absences and if they are absent during the first week of this course. School policy dictates that students must officially drop classes in which they no longer attend. All students must attend the final class. Students with three successive absences without instructor notification will be dropped from this class.
- 2.) **Reading Assignments:** Students are responsible for assigned readings and will be called upon to participate in the class discussion.
- 3.) **Written Assignments:** Designated speeches must be accompanied by a typed, full-sentence preparation outline that must be submitted to the instructor before a presentation. Additionally, students must upload their speech outlines to Turnitin on Canvas before delivery to receive credit. Five points will be deducted for late assignments.
- 4.) **Online Assignments:** Online assignments will be announced on Mondays.
- 5.) **Quizzes:** There will be ten multiple-choice, true-false quizzes with five questions each during this course that will cover assigned readings. Quizzes will be posted on Mondays and are due on Sundays at 11:59PM.
- 6.) **Academic Honesty:** Plagiarism or cheating may result in failing an assignment or this course. “Plagiarism is representing the work of someone else as your own. Incorporating the ideas, words, sentences, paragraphs, or parts of another person’s writings, without giving appropriate credit, and representing the product as one’s own. Representing another’s artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own. Submitting a paper purchased from a research or term paper service, including the internet. Undocumented Web source usage.”
- 7.) **College course policy:** “Students must have access to the following: a computer, the internet, an individual email address, and a webcam-enabled device for on-camera presentations.”
- 8.) **Speeches:** There will be five graded speeches and other speech activities. Five points will be deducted for late speaking assignments. Sign-up Genius will be used for the five speeches that will be posted in the Module section. There are no provisions for extra credit.

## **SPEECH ASSIGNMENTS**

- |   |                  |
|---|------------------|
| 1.) Introductory speech of a classmate    | Not Graded       |
| Time limit: 2-3 minutes                   |                  |
| 2.) Narrative speech                      | 50 points        |
| Time Limit: 4-6 minutes                   |                  |
| Self-critique                             |                  |
| Preparation outline                       |                  |
| 3.) Demonstration speech                  | 50 points        |
| Time limit: 4-6 minutes                   |                  |
| Self-critique                             |                  |
| Preparation Outline                       |                  |
| 4.) Informative speech                    | 50 points        |
| Time Limit: 4-6 minutes                   |                  |
| Self-critique                             |                  |
| Preparation Outline                       |                  |
| 5.) Persuasive speech (Audience Analysis) | 50 points        |
| Time limit: 4-6 minutes                   |                  |
| Self-critique                             |                  |
| Preparation Outline                       |                  |
| 6.) Impromptu speech                      | <u>10 points</u> |
| Time limit: 2-3 minutes                   |                  |

**TOTAL: 210 points**

### **GRADING: Your final grade for the course will be based on the following:**

- |   |                   |
|---|-------------------|
| 1.) Speeches                              | 210 points        |
| 2.) Preparation Outlines (4 @ ten points) | 40 points         |
| 3.) Self-critiques (4 @ ten points)       | 40 points         |
| 4.) Action Items (10 @ three points)      | 30 points         |
| 5.) Quizzes (10 @ five points)            | 50 points         |
| 6.) Discussion (10 @ 10 points)           | <u>100 points</u> |
| <b>TOTAL:</b>                             | <b>470 points</b> |

Grade	Points
A	444-470
A-	420-443
B+	406-419
B	392-405
B-	373-391
C+	350-372
C	326-349
D+	312-325
D	298-311
D-	279-297
F	0-278

Week	Date	Topic/Discussion	Reading	Weekly Assignments
<b>1</b>	<b>1/9-1/11</b>	<b>Introduction to Public Speaking, Communication Apprehension, review Course Syllabus, review instructor website, Zoom, Genius Sign-up and Student Help Desk, communication process, &amp; cultural diversity</b>	Read Chapter: 1 – Introduction to Public Speaking	Review Canvas online assignments Complete Action Item #1 Narrative speech assigned. Online Quiz #1 – Chapter 1 Discussion #1: Self-Introduction Introduction of a classmate
<b>2</b>	<b>1/16-1/18</b>	<b>Delivering first speech, listening, &amp; ethics, principles for public speaking, and sample preparation outline, support groups</b>	Read Chapter 2 – Origins of Public Speaking – 3 Ethics of Public Speaking	Review Canvas Online assignments Complete Action Item #2 Online Quiz #2 – Chapter 3 Discussion #2
<b>3</b>	<b>1/23-1/25</b>	<b>Principles of public speaking, methods, delivery, sample preparation outline, support groups</b>	Read Chapters: 4 – Listening E effectively – 5 – Audience Analysis – 7 – Supporting Your Ideas	Review Canvas online assignments Complete Action Item #3 Online Quiz #3 – Chapter 4 Discussion #3 Demonstration speech assigned

<b>4</b>	<b>1/30-2/1</b>	<b>Narrative speeches</b>	Read Chapters 8 – Organizing & Outlining – 9 – Introduction & Conclusion – 10 – Using Language Well	Review Canvas online assignments Complete Action Item #4 Online Quiz #4 Discussion #4
<b>5</b>	<b>2/6-2/8</b>	<b>Narrative speeches, impromptu speeches, issues of the day</b>	Read Chapters: 11 – Speaking with Confidence – 12 – Delivering Your Speech – 13 – Visual Aids	Review Canvas online assignments Complete Action Item #5 Online Quiz #5 Discussion #5 Informative speech assigned
<b>6</b>	<b>2/13-2/15</b>	<b>Demonstration speeches</b>	Read Chapter 14 – Speaking to a Global Audience	Review Canvas online assignments Complete Action Item #6 Online Quiz #6 Discussion #6
<b>7</b>	<b>2/20-2/22</b>	<b>Demonstration speeches/speech activity/impromptu speeches/support groups</b>	Read Chapter 15 – Informative Speaking	Review Canvas online assignments Complete Action Item #7 Online Quiz #7 Discussion #7 Persuasive speech assigned
<b>8</b>	<b>2/27-2/29</b>	<b>Informative speeches</b>	Read Chapter 16 – Persuasive Speaking	Review Canvas online assignments Complete Action Item #8 Online Quiz #8 Discussion #8
<b>9</b>	<b>3/5-3/7</b>	<b>Informative &amp; impromptu speeches /support groups</b>		Review Canvas online assignments Complete Action Item #9 Online Quiz #9 Discussion #9
<b>10</b>	<b>3/12-3/14</b>	<b>Audience Analysis Due -- Persuasive speeches</b>		Review Canvas online assignments Complete Action Item #10 Online Quiz # 10 Discussion #10
<b>11</b>	<b>3/19-3/21</b>	<b>Persuasive speeches</b>		
<b>12</b>	<b>Tuesday, March 26, 2024 1:45PM-3:45PM</b>	<b>FINAL: COMM 1 –</b>		Course Review and Impromptu speeches

## **Important college dates during Winter Quarter 2024:**

- **January 8 – First day of winter quarter**
- **January 15 – Martin Luther King, Jr. Holiday – no classes, offices closed**
- **January 21 – Last day to drop classes without a W**
- **February 16-19 – Presidents' Holiday – no classes, office closed**
- **March 1 – Last day to drop classes with a W**
- **March 25—March 29 - Final exams**

**Instructor Contact:** Emails are responded within 24 hours to 48 hours during the week excluding the weekends and holidays.

**NOTE:** This course depends on your active participation, and it will be as exciting, interesting, stimulating, and as fun, as the energy and enthusiasm that you bring to the class. The more you give, the more you will learn about your own strengths and limitations. You will also learn about and from your classmates and that you can be a part of their learning experience as well.

Wishing you all the best in the days ahead!