

If you are absent [unexcused] on a day you are assigned to perform, there will be no makeup. **For excused absences, a complete outline must be submitted prior to or on the date of the scheduled performance.** Such submission may be by email.

Tests may only be made up for excused absences. Due to the nature of the material, makeup tests are usually more difficult than the original. Any curve which might have been applied to the original test will NOT apply to makeup tests. If you arrive excessively late to a test/exam (after first student has departed), then either 10% will be deducted from your test/exam OR you will be required to take a makeup (instructor's discretion will apply).

Attendance

Only required attendance at university sponsored activities, will regularly be excused. Due consideration will be given for jury duty, military service, and required court proceedings. Also, documented medical problems requiring absences in excess of the permitted will be given consideration. DO NOT USE your "free" cuts, then expect to have medical excuses received favorably.

*** To **possibly** be credited with an excused absence you **must** complete and submit an absence form available on the instructor's web page. If your absence is excused, work may be made up without penalty.

Beginning with the fourth unexcused absence, each absence is worth 5% off the final course grade. Seven unexcused absences is an **automatic F in the course.**

If you arrive late for class and someone is delivering a speech, WAIT outside until the speaker has finished before entering.

Textbook (rental)

Berko, Wolvin, & Wolvin's *Communicating: A Social and Career Focus* (9th edition)

Written Assignments **(READ THIS CAREFULLY!!!)**

All work outside class (including outlines) must be typed or word processed, using standard 8½" x 11" paper. Good form, grammar, and spelling are expected. Use only one side of the paper.

Assignments requiring references (bibliography) must follow a standard format. The following are two of the most widely used on college campuses; you may choose either.

American Psychological Association. (2001). Publication manual of the American Psychological Association (5th ed.). Washington, D.C.: Author.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Association, 2003.

Classroom Policies

- Hats, caps, & all other head coverings are not to be worn during class **[this applies to both genders]**.
- The use of tobacco in any form is prohibited.
- If you bring a drink to class, dispose of the container properly.
- Please be courteous to speakers and give them your *full* attention.
- If you leave during class, don't return. Exception: Consult instructor before class and sit by door.
- Academic misconduct, as defined on page 73-74 of the General Catalog, may result in any or all of the following: a grade of zero on the assignment, a failing grade in the course, and/or suspension from the university.
- Cell phones, pagers, and other electronic media are to be turned off during class. Use of any during testing will be considered academic dishonesty.

Plagiarism/Academic Dishonesty

"Verbatim copying of an entire paper or other assigned work, not writing or composing your own work, submitting anyone else's (student, friend, professional, web) work, structure, or ideas, in whole or in part, without adequate acknowledgement of the sources used to construct a paper or other assigned work, giving or

obtaining answers on a test.” Please read the general catalog or the student handbook for possible consequences.

Persons with Disabilities

"Requests for accommodation for disabilities should have been made prior to the start of the semester through the Vice President for Academic Affairs Office (academic, i.e. learning disabilities or the Vice President for Student Affairs (physical, i.e. mobility, vision, hearing)). However, if you think you have a disability and are in need of special accommodations, the instructor will work with you to provide a reasonable accommodation to ensure that you have a fair opportunity to perform well in this class. Please advise the instructor (**and appropriate VP**) of such disability and the desired accommodation at some point before, during, or immediately after the first scheduled class period."

THE DEMONSTRATIVE SPEECH*

Description of Speech

You are to prepare and present a 3-5 minute speech of demonstration. This is a "how to" speech; i.e., you are to actually, physically show us accomplishing an objective. Do NOT depend solely upon pictures, diagrams, posters, etc. You must visibly demonstrate at least some of the actual steps of the process. Avoid mundane topics, e.g., how to: make a peanut butter & jelly sandwich, tie shoe laces, comb hair.

Audio/visual aids are required for this speech. All rules concerning proper handling are to be followed. The extemporaneous mode of presentation must be used by all speakers.

Assessment

A standard *Speech Rating Blank* will be completed by the instructor. Guidelines for grades will follow those listed on the handout, *Grading Speeches*.

Particular attention will be devoted to time management, organization, vocal and physical delivery, adaptation to audience, handling of visual aids, and personal appearance. Speeches which fall under 3 minutes will receive a grade no higher than C. Speeches exceeding 5:30 will receive a grade no higher than B.

Your outline and any notes taken to the lectern by you are to be handed to the instructor immediately following delivery of the speech.

THE INFORMATIVE SPEECH

Description of Speech

Prepare and present a 4-6 minute speech of informative nature. The goal of an informative speaker is "audience cognition [the process of gaining knowledge, of comprehending, and/or learning]" (Zimmerman, 1979). Your task is to present us with information or knowledge on a topic of your choice*. In this way you will share a meaning with your audience. You should not present personal views with persuasive intent, nor attempt to alter audience attitude in a particular direction. Your purpose is simply to inform your audience concerning your topic. The speech is to be delivered extemporaneously.

You should try to choose a topic you are interested in. It should be properly researched to provide content material. You will submit a printed bibliography of at least three sources of information. DO NOT include dictionaries or encyclopedias [printed OR electronic] in this bibliography. Only one internet source may be used to meet the minimum and no interview will count toward the minimum. The bibliography will accompany the outline, and any other notes you took to the podium for your speech are to be handed to the instructor immediately following the speech delivery.

Assessment

Critiques and grading will be as per the demonstrative speech. Particular attention will be devoted to content and organization, also adequacy of introductions and conclusions. Sources MUST be orally cited during the speech. In addition to the instructor, a student will be assigned to provide a written critique.

Speeches which fall under 4 minutes will receive a grade no higher than C. Speeches exceeding 6:30 will receive a

grade no higher than B.

Failure to provide critique on assigned day, except for excused absence, may result in two [2] points being deducted from final course grade at the end of the semester for each critique missed.

THE PERSUASIVE SPEECH

Description of Speech

Prepare and present a 5-7 minute persuasive speech dealing with an important, significant, or worthwhile topic*. Your goal is to employ all rhetorical skills and persuasive techniques at your disposal to change or reinforce the attitudes, opinions, behaviors, values, etc., of as many listeners as possible. You may employ either a one-sided or two-sided approach. Again, this speech must be delivered extemporaneously.

Be sure the topic is something you are interested in. Psychologically, this will aid your delivery. You must have four sources of information, exclusive of dictionaries and encyclopedias (printed OR electronic). Only one internet source and one interview may be used to count toward the minimum. A printed bibliography will accompany the outline.

The speech must have an adequate introduction and conclusion. It should have a clear [explicit] organizational pattern centering on the thesis and contain at least two and not more than six main points. There must be adequate supporting material for all major assertions.

As this is the last and most important speech, all speakers should attire themselves accordingly: (men) dress slacks & shirt or better (tie recommended); (women) dress, skirt & blouse, slacks & blouse, or better.

Assessment

For this speech there will be two student critics assigned for each speaker, in addition to the instructor, each providing a written critique. In addition to all previously covered points for criticism, particular attention will focus on the proper use of evidence [supporting material] and the use of reasoning to assemble a form of proof.

Speeches which fall under 5 minutes will receive a grade no higher than C. Speeches which exceed 7:30 will receive a grade no higher than B.

Outline and bibliography are to be handed in immediately after speech delivery, along with any notes used during the speech.

Failure to provide critique on assigned days, except for excused absence, may result in two [2] points being deducted from final course grade at the end of the semester for each critique.

* NOTE: For each speech assignment the topic choice is yours. However, because everyone is required to sit through all speeches, I must ask that you NOT attempt to proselytize us in regard to your religion. Also, it is illegal to bring alcohol on campus.

Speakers who exceed the time limits of any speech by more than 1 minute may be signaled to stop at anytime thereafter.

****This description is NOT a contract and is subject to change****

**For copies of class materials, go to
www.opsu.edu/UnivSchools/LiberalArts/russGuthrie/russGuthrie.htm**

GRADING SPEECHES

- I. An "average" speech [C] should meet all of the following criteria:
- A. **Conform to type assigned**, i.e., informative, persuasive, etc.
 - B. **Conform reasonably to time limits.**
 - C. **Conform to assigned mode of presentation**, i.e., impromptu, extemporaneous, etc.
 - D. **Fulfill any special requirements** of the assignment, such as use of visual aids, statistics, number of evidentiary sources .
 - E. Exhibit reasonable directness and communication in delivery, with language style appropriate to the audience..
 - F. Be ready for presentation on date assigned.
 - G. Demonstrate adequate knowledge of topic and preparation for delivery.
- II. The "better than average" speech [B] should meet the preceding tests, plus the following:
- A. Contain elements of vividness and special interest in its style.
 - B. Be sure of more than average stimulating quality in challenging the audience to think or in depth of response.
 - C. Demonstrate skill in attaining understanding of unusually difficult concepts or processes, or winning agreement from audience initially inclined to disagree with speaker's purpose or position.
 - D. Establish rapport of a high order through style and delivery.
 - E. Utilize correct grammar and pronunciation.
 - F. Be intellectually sound in developing a topic of worth with adequate and dependable evidence.
- III. The "superior" speech [A] not only meets the previous standards, but also:
- A. Constitutes a genuinely individual contribution by the speaker to the thinking of the audience.
 - B. Illustrates skillful mastery of internal transitions and emphasis in presentation of the speaker's ideas.
 - C. Demonstrates exceptional mastery of logical processes and derivation of conclusions.
 - D. Demonstrates variability in mood and manner suited to variety in speech and speaker-audience relations.
- IV. Speeches classified as "below average" [D or F] are deficient in one or more of the factors required for the "C" speech. This includes undertime speeches.

Please note that general appearance affects speaker credibility. Speakers should be neatly and cleanly attired for **all** speeches. Torn/tattered clothing, tank tops, etc. are unacceptable unless they are "costuming" for the speech [check with instructor prior to presentation for costuming]. Speakers should NOT look like they just crawled out of bed or were blown in by a tornado. Removal of hats does not excuse unkempt hair. Pierced jewelry that might interfere with proper articulation (lips and tongue) should be removed.