

## COMM 1311 – Introduction to Speech Communication

Semester: Fall 2015  
Days: MWF  
Times: 9:00-9:50  
Location: FAB 207

Instructor: Dominique Sanchez  
Office: FAB 202  
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Office hours: Mon. – Thurs. 2:00-3:00pm  
Walk-ins or by appointment welcome



### Required Textbook:

Pearson, J. C., Nelson, P. E., Titsworth, S., Harter, L. (2013).  
*Human Communication* (5th ed.). New York, NY: McGraw Hill.

### Course Description:

This course is designed to introduce you to the major areas and skills of the broad discipline of communication. As your instructor, I will assist you in increasing your knowledge about and skills in employing verbal and nonverbal messages in a variety of settings (i.e., intrapersonal, interpersonal, group, and public contexts). By studying the processes of communication and applying communication theory and principles to diverse real-life situations, you will have an opportunity to practice and analyze communication skills in various contexts.

### Course Objectives:

After completing this course, you will be able to

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression (i.e. descriptive, expository, narrative, scientific, and self-expressive) in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

## **Program Learning Outcomes:**

1. Demonstrates the ability to competently deliver public presentations, including the use of presentation technology such as presentation software, video, and audio.
2. The ability to analyze communication content for argument, including identification of major elements, such as claims, warrants, data, etc.
3. Demonstrates the ability to complete appropriate discipline specific writing assignments.
4. The ability to apply communication theory to the analysis of communication situations appropriate to each degree specialization.
5. Demonstrate competent use of media technology including video, audio, and internet-based technology.

## **Attendance:**

Attendance is part of your grade and will reflect in your in class participation and your final grade.

You are expected to attend every class, and are therefore responsible for everything that occurs in each class. You are responsible for knowing all announcements, lecture material, assignments, and class schedule modification that includes required reading for subsequent classes. If you must be absent, it is your responsibility to notify the instructor and obtain the necessary information.

If you miss a class for any reason (school-related, family emergency, illness, etc.) you must notify the instructor ahead of time. Late work will not be accepted without prior discussion and approval.

*Absence Policy, from the Sul Ross State University 2014-2016 Course Catalog:*

*Regular class attendance is important to the attainment of the educational objectives of the University. Each instructor will keep class attendance records, and the instructor's policy on class attendance will be explained at the beginning of the semester or term.*

*The instructors will drop a student from a course when the student has a total of nine absences. A student will be dropped for excessive absences in remedial courses after nine absences.*

*An absence is defined as non-attendance in fifty minutes of class; for example, non-attendance in a one and one-half hour class will constitute one and one-half absences and non-attendance in a three hour class will constitute three absences. An absence because of participation in an official University activity is considered to be an authorized absence.*

*Every effort will be made by departments to minimize missed class time of students by careful scheduling of authorized University activities. When a student has to miss a*

*class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify instructors through the Student Life Office by providing an explained absence list to the office. Instructors will give students participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor.*

*A student who is dropped from a course for excessive absences will be notified in writing by the Director of Records and Registration after the drop has been approved by the Provost and Vice President for Academic and Student Affairs. Any student dropped for excessive absences will receive either an "F" or a "W" depending upon the faculty member's discretion.*

### **Classroom Decorum:**

1. Students are expected to arrive to class on time. Students arriving 5 or more minutes late regularly will be marked as absent.
2. All homework is due at the beginning of the class period.
3. Students must silence electronic devices upon entering the classroom. Students caught using their electronic devices in any way will be asked to leave the classroom and be marked as absent. If you feel you must keep your electronic device on for a specific purpose, you must notify the instructor beforehand.

### **ADA:**

Sul Ross State University is committed to equal access in compliance with the Americans With Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartz, M.Ed., L.P.C., in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-171, Sul Ross State University, Alpine, Texas 79832. Telephone: 432-837-8203. Email: [mschwartz@sulross.edu](mailto:mschwartz@sulross.edu).

### **Grading:**

All assignments and grade distribution are subject to change as the semester continues, at the instructor's discretion.

Participation (In Class & Homework Exercises)	15%
Chapter Quizzes	10%
Oral Reading	5%
Informative Speech (Outlines, Peer Reviews, Presentations)	25%
Impromptu Speeches (Best of two attempts)	10%
Persuasive Speech (Outlines, Peer Reviews, Presentations)	25%
Final Project (Group Project – 1/2 individual and 1/2 group)	<u>10%</u>
	100%

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 59% or below

## **Assignments:**

Assignments are due on the assigned date, at the beginning of the class period. The acceptance of late work is at the sole discretion of the instructor. All late work will be subject to at least one full grade reduction.

### *Quizzes:*

There will be several chapter quizzes throughout the semester.

### *Oral Reading:*

You will select a piece of literature, poem, sonnet, monologue, or an excerpt from a well-known speech. Songs are not appropriate selections. You will bring your chosen piece to present in front of the class. It is expected that you will be very familiar with the material you choose to present. The purpose of this assignment is to further acclimate you to the world of communicating with others. Your selection must be one to three minutes in length, not including your introduction.

### *Peer Evaluation:*

It is my view that people often improve their public speaking skills when given appropriate and immediate feedback. You will find that the most important feedback (in life) is from that of your audience. Before you present both your informative and persuasive speeches, you will have the opportunity to share your outline and presentation with two other students in this class, members of your audience. Each of you will take turns sharing, being the captive audience, and writing feedback on a peer evaluation form.

### *Informative Speech:*

This is the first of two major speeches. Your purpose for this speech will be to inform your audience of a particular topic. You will complete an outline with all the basic elements of what the speech will include, the outline will be typed and turned in. You will be required to speak for at least five minutes and no longer than seven minutes. Points will be deducted for being short on or over time.

### *Impromptu Speeches:*

There are three different types of public speaking: extemporaneous, manuscript, and impromptu. Impromptu speeches involve little to no preparation. For this speech, you will select a current topic at random, and have about five to ten minutes to prepare. Your speech may be persuasive, informative, or designed for a special occasion. You will be required to speak for at least one minute, up to three minutes is preferred.

### *Persuasive Speech:*

This will be your second major speech. For this speech your purpose is to persuade your audience on a particular topic. You will complete and outline with all the basic elements of what the speech will include, the outline will be typed and turned in. You will be required to speak for at least five minutes and no longer than seven minutes. Points will be deducted for being short on or over time.

*Final:*

Your final project is a small group assignment. You will select a product or service to “sell” to the class. You will plan out and present a thorough pitch regarding your product and service using effective verbal and nonverbal communication, including visual aids. The presentation must be four to six minutes in length. Points will be deducted for being short on or over time.

## Daily Schedule

*(subject to change at any time throughout the semester)*

Monday, August 24 – First day of class  
Introductions, Syllabus Review, Expectations

Wednesday, August 26  
Interviews for Biographies  
Homework: Finish biography and practice presentation

Friday, August 28  
Present Biographies, Oral Reading Assignment Given  
Homework: Read chapter 1, Begin Looking for Oral Reading

Monday, August 31  
Chapter 1 Discussion and Quiz  
Homework: Read Chapter 2, Oral Reading Selection due Next Class

Wednesday, September 2  
Chapter 2 Discussion and Quiz, Oral Reading Selection Due  
Homework: Read Chapter 3

Friday, September 4  
Chapter 3 Discussion and Quiz  
Homework: Practice Oral Readings

Monday, September 7 – Labor Day Holiday – No CLASS

Wednesday, September 9 – Last day to drop w/o effecting academic record  
Oral Reading Presentations  
Homework: Read Chapter 4

Friday, September 11  
Chapter 4 Discussion and Exercise  
Homework: Read Chapter 5

Monday, September 14  
Chapter 5 Discussion and Quiz  
Homework: Read Chapter 6

Wednesday, September 16  
Chapter 6 Discussion and Quiz  
Homework: Read Chapter 14

Friday, September 18  
Chapter 14 Discussion and Quiz, Informative Speech Assignment Given  
Homework: Read Chapter 10, Informative Speech Topic and Purpose due Next Class

Monday, September 21  
Chapter 10 Discussion and Quiz, Informative Topic and Purpose Selected  
Homework: Read Chapter 11, Work on Basic Outline

Wednesday, September 23  
Chapter 11 Discussion and Quiz  
Homework: Read Chapter 12

Friday, September 25  
Basic Outline with Three Sources Due, Chapter 12 Discussion  
Homework: Read Chapter 13

Monday, September 28  
Chapter 13 Discussion and Quiz, Basic Outlines Returned

Wednesday, September 30  
In Class Exercise (Group Outline)

Friday, October 2  
Updated Informative Speech Outlines Due  
Homework: Read Chapter 7

Monday, October 5  
Informative Speech Outlines Returned, Chapter 7 Discussion, Exercise  
Homework: Chapter 7 Essay on Blackboard

Wednesday, October 7  
Chapter 7 Essay Due via Blackboard  
In Class Activity

Friday, October 9  
Updated Informative Speech Outlines Due, Peer Reviews and Speech Order Selection  
Homework: Work on Speeches

Monday, October 12  
Informative Speeches

Wednesday, October 14  
Informative Speeches

Friday, October 16  
Informative Speeches

Monday, October 19  
Informative Speeches  
Homework: Read Chapter 15

Wednesday, October 21

Chapter 15 Discussion and Quiz, Persuasive Speech Assignment Given

Homework: Persuasive Speech due Next Class – Will Pitch in Front of Class Next Time

Friday, October 23

Persuasive Speech Topic Pitch Day, Impromptu Topic Ideas

Monday, October 26

Impromptu Speech (Day One)

Homework: Persuasive Speech Basic Outline with Three Sources due Next Class

Wednesday, October 28

Persuasive Speech Basic Outline with Three Sources Due, Impromptu Speeches (Day Two)

Friday, October 30

Return Persuasive Speech Basic Outline, In Class Exercise (Group Outline)

Monday, November 2

In Class Exercise (Elevator Pitch)

Wednesday, November 4

Updated Persuasive Speech Outline Due

Homework: Read Chapter 9

Friday, November 6

Return Persuasive Speech Outlines, Chapter 9 Discussion and Quiz

Monday, November 9

“Tell me about yourself” – interviewer/interviewee

Wednesday, November 11

Updated Persuasive Speech Outline Due, Peer Reviews and Speech Order

Friday, November 13 – Last day to drop course with “W”

Persuasive Speeches

Monday, November 16

Persuasive Speeches

Wednesday, November 18

Persuasive Speeches

Friday, November 20

Persuasive Speeches, Final Project Assignment Given

Homework: Read Chapter 8



Monday, November 23  
Chapter 8 Quiz – on BLACKBOARD

Wednesday, November 25 and Friday, November 25 – No Class – Thanksgiving  
Holiday

Monday, November 30  
Final Group Project Discussion and Group Selection

Wednesday, December 2 – Last Day of Class  
Group Project Work Day

Wednesday, December 9 – 8:00-10:00  
Final Project Presentations