

Huron University College
Speech 2001 (550) 2018-2019
Forms of Oral Discourse
Dr. George Donaldson

Course Description:

Speech 2001 is a practical course in public speaking. The purpose of the course is to teach students some of the basic skills required to present information and arguments clearly and effectively before an audience. The course does not examine the history of rhetoric. Instead, emphasis is placed on practical communication in several settings using several methods. Students are encouraged, and at times required, to make full use of technical aids to oral communication.

Class: Wednesdays, 11:30a.m.-12:20p.m.; Fridays, 11:30a.m.-2:10p.m. in HUC W8

Office: HUC A302

Office Hours: see OWL

Email: gdonalds@uwo.ca

Tel. 519-438-7224 x 238

A Note on the Purpose of Office Hours: office hours are an opportunity for informed discussion outside class time.

What I expect of you:

- to have read, thought about, researched and have some views about, the issue in hand.

What you should expect of me:

- to help you develop the ideas you already have; to help you look at things in alternative ways; to make you aware of anything that is relevant that you may not have come upon in the research you have already done.

So, I cannot answer questions such as, "Is this thesis sentence OK" because in so doing I become a co-author of your work while, at the same time, discouraging you from independent, capable thought. What I can do is help you think more carefully about what you already have in mind, help you see what you do and do not know, what you intend to argue and what evidence you have to support your contentions.

Also, the office hour immediately prior to an assignment's due date has the same number of minutes in it as do other hours. If you leave it to the last minute before an assignment is due to come to an Office Hour, there is no guarantee that others in the class have been any better organized than you and so there may be no available time. Plan accordingly.

A Note about email: I strongly encourage you to come to speak with me during Office Hours rather than sending me emails. You are at university to learn how to

think. Emails will not help you do that. While you attend university, you have access to many able, educated people. It is not always so in life. Take advantage of the access you have to these educated people: choose discussion, not email.

Laptops, cell phones and the like, are not permitted in the classroom. Students who choose to ignore this rule and who, for example, send emails, or text, or surf the internet, etc. - will be penalised as follows:

- First Offence: Lose 1 Attendance mark
- Second Offence: Lose 3 Attendance marks
- Third Offence: Zero for Attendance

These penalties will be levied without discussion. These penalties are in place because speakers need audiences with whom to interact. It is unfair to a speaker who has often worked hard to prepare material if he or she has to speak before an audience which is paying them no attention because they are absorbed in texting, or some such activity. These penalties are in place to encourage you to listen to your better selves and so choose to behave well, not badly.

For more information please see the Technology Policy in the Appendix (below)

Course Learning Objectives:

Successful students who complete the course will be able to:

- Speak confidently in various settings from notes alone;
- Use visual and other aids appropriately in presenting information and arguments;
- Think on your feet;
- Prepare suitable information from apt research sources;
- Organize material in ways that are suited to oral rather than written forms
- Interact well with an audience.

Assignments:

First Speech	(1-2 minutes)	0%
Demonstration Speech	(3-5 minutes)	5%
Impromptu Speech	(2-3 minutes)	5%
Introductory Speech	(4-5 minutes)	10%
Recitation from Memory	(3-4 minutes)	15%
Informative Speech	(6-7 minutes)	15%
Persuasive Speech	(8-9 minutes)	20%
Debate		20%
Attendance		10%

Time Limits on Speeches:

You will see from the list of assignments above that each speech has time limits. Keeping to these time limits is important. On any speaking occasion your audience will budget their time according to what is announced. Keeping an audience late, or obliging audience members to leave before you are finished speaking, or ending before the announced time, will all negatively affect the audience's perception of you. If your speech falls outside these limits the following penalties apply: 3 marks will be deducted from your grade for the speech for each minute, or part of a minute, the speech falls outside the time limits. For example, an Informative Speech lasting 5 minutes and 10 seconds would fall within one minute of the lower time limit and so would be penalized 3 marks. A Persuasive Speech lasting 11 minutes and 45 seconds would be penalized 9 marks because it is more than two but less than three minutes outside the upper time limit.

Scheduling:

You will receive a schedule for each of the assignments. This schedule will specify the day on which you must present your assignment. You must deliver your speech on the day assigned to you. There are three circumstances in which this rule may not apply:

- If you meet the criteria in the "Accommodation on Medical Grounds" section below, then your speech will be rescheduled.
- If there is a holiday in your religion on the day in question, again your speech will be rescheduled. You must present your re-scheduled speech on day assigned to you. The re-scheduled date is not negotiable.
- Lastly, you may exchange dates with someone else in the class. If you cannot find someone willing to exchange dates, you must deliver your speech on the assigned day. If the person with whom you have exchanged dates fails to appear on the date initially assigned to you, you will receive zero for the speech. If you do not present your speech on the assigned day you will receive a grade of zero for the speech.

If you are unwell on the assigned day, and present medical documentation to that effect, you may present your speech at a later date without academic penalty. To be eligible for this academic accommodation on medical grounds, you must submit via e-mail the text, or detailed notes, as well as the visual aids for the speech, no later than the start of the class in which the speech is scheduled. Failure to provide all these materials by the start of the class on the scheduled day of the speech makes you ineligible for this consideration.

Attendance:

The attendance grade is calculated as follows: for each absence 0.5 is deducted from the given total of 10. To be present one must arrive no later than 10 minutes after the start of class and remain in the class until its conclusion. See "Academic Accommodations" section below for exceptions from these rules. One important aim of this emphasis on attendance is to ensure that all speakers have an audience to

whom they deliver their speeches. It is your responsibility to sign the attendance sheet when you are present in class. Those who are present but occupied with other activities – reading, chatting, preparing work for other classes etc. – are not properly fulfilling the role of an audience member. If I see you engaged in activities of this sort, I shall remove your name from the list of those present without discussion and you will lose your attendance mark for that day.

Topics for Speeches

A list of topics for each speech will appear as the year progresses on OWL. You may choose from among these topics which will cover a wide range of important issues. Topics not on the list may not be presented.

Lecture Schedule

N.B. The following dates are a **guide** to when speeches will be delivered. The **exact** dates will be posted on OWL immediately prior to each round of speeches.

September

Friday, 7 th .	Course Introduction	
Wednesday, 12 th .	Introduction: First Speech	(1-2 minutes)
Friday, 14 th .	Introduction: First Speech	(1-2 minutes)
Wednesday, 19 th .	Demonstration Speech	(3-5 minutes)
Friday, 20 th .	Demonstration Speech	(3-5 minutes)
Wednesday, 26 th .	Demonstration Speech	(3-5 minutes)
Friday, 28 th .	Demonstration Speech	(3-5 minutes)

October

Wednesday, 3 rd .	Demonstration Speech	(3-5 minutes)
Friday, 5 th .	No Class	
Wednesday, 10 th .	FALL READING WEEK	
Friday, 12 th .	FALL READING WEEK	
Wednesday, 17 th .	Impromptu Speech	(2-3 minutes)
Friday, 19 th .	Impromptu Speech	(2-3 minutes)
Wednesday, 24 th .	Impromptu Speech	(2-3 minutes)
Friday, 25 th .	Impromptu Speech	(2-3 minutes)
Wednesday, 31 st .	Introductory Speech	(4-5 minutes)

<i>November</i>		
Friday, 3 rd .	Introductory Speech	(4-5 minutes)
Wednesday, 7 th .	Introductory Speech	(4-5 minutes)
Friday, 9 th .	Introductory Speech	(4-5 minutes)
Wednesday, 14 th .	Introductory Speech	(4-5 minutes)
Friday, 16 th .		
Wednesday, 21 st .	Introductory Speech	(4-5 minutes)
Friday, 23 rd .	Introductory Speech	(4-5 minutes)
Wednesday, 28 th .	Recitation from Memory	(3-4 minutes)
Friday, 30 th .	Recitation from Memory	(3-4 minutes)
<i>December</i>		
Wednesday, 5 th .	Recitation from Memory	(3-4 minutes)
<i>January</i>		
Wednesday, 9 th .	Informative Speech	(6-7 minutes)
Friday, 11 th .	Informative Speech	(6-7 minutes)
Wednesday, 16 th .	Informative Speech	(6-7 minutes)
Friday, 18 th .	Informative Speech	(6-7 minutes)
Wednesday, 23 rd .	Informative Speech	(6-7 minutes)
Friday, 25 th .	Informative Speech	(6-7 minutes)
Wednesday, 30 th .	Persuasive Speech	(8-9 minutes)
<i>February</i>		
Friday, 1 st .	Persuasive Speech	(8-9 minutes)
Wednesday, 6 th .	Persuasive Speech	(8-9 minutes)
Friday, 8 th .	Persuasive Speech	(8-9 minutes)
Wednesday, 13 th .	Persuasive Speech	(8-9 minutes)
Friday, 15 th .	Persuasive Speech	(8-9 minutes)
Wednesday, 20 th .	WINTER READING WEEK	
Friday, 22 nd .	WINTER READING WEEK	
Wednesday, 27 th .	Persuasive Speech	(8-9 minutes)

March

Friday, 1 st .	Persuasive Speech	(8-9 minutes)
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Wednesday, 6 th .	Debates
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Friday, 8 th .	Debates
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Wednesday, 13 th .	Debates
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Friday, 15 th .	Debates
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Wednesday, 20 th .	Debates
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Friday, 22 nd .	Debates
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Wednesday, 27 th .	Debates
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Friday, 29 th .	Debates
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April

Wednesday, 3 rd .	Debates
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Friday, 5 th .	Debates
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The Appendix to Course Outlines is posted on the OWL course site.