



Framingham State University

COMM 107 Effective Speaking

Course Information:

Semester	: May 30, 2022 – July 1, 2022
Credit	: 4
Teaching Hours	: 50 Hours
Location	: Online
Professor	: Jeanine Kane
Email	: jkane6@framingham.edu

Course Description:

An application of the principles of speech, language, and nonverbal techniques in oral communication in front of audiences. Students study and practice various organizational patterns and genres of public speaking. The course incorporates written self-critiques and peer critiques, and may include video recording of oral presentations for analysis..

Course Goals:

- To develop confidence to communicate successfully through both informal and formal speech making.
- To learn to self-evaluate and develop speaking and communication skills which will be necessary in both personal and work-related atmospheres.
- To develop listening skills that will assist in creating positive communication habits.
- To learn physical tools such as breathing and relaxation that will help the student deal with anxiety in speechmaking and other communication situations.

Student Learning Outcomes: Upon completion of this course, students are able to do the following:

- Demonstrate their understanding and awareness of both verbal and non-verbal communication in interpersonal and public settings
- Define intrapersonal communication and explore their understanding by an analysis of their self-concept and the perception process.
- Recognize the characteristics of speech anxiety and identify methods for managing the anxiety.
- Identify the elements of informative and persuasive speeches and demonstrate their understanding of and ability to apply these elements through presentations, avoiding plagiarism and giving proper verbal and written attribution to research sources.
- Recognize elements of group dynamics and incorporate effective leadership and participatory roles.
- Demonstrate their understanding of the techniques of effective listening by their critiques of the presentation of their classmates and through their ability to follow instructions for assignments.
- Develop writing skills through the composition of sentence outlines for speeches.
- Demonstrate competence in the use of verbal and non-verbal communication that is multi-culturally sensitive.

Teaching Procedures:

The bulk of this class will involve student speeches, with instructor coaching and feedback. There will also be a focus on peer evaluation and group work. The instructor will give lectures and handouts on speech style, audience, structure, and presentation. There will be posted videos/articles which will be required to view or read, and students will engage in online Canvas discussions.



Framingham

State University

Online Class Interaction Methods:

Students and instructor will communicate primarily through email. I will respond to emails sent on a weekday within 24 hours. Other modes of communication will be Canvas inbox, and discussions and feedback on Canvas. I will also have virtual Zoom office availability, by request. Please watch lecture videos! They will most likely answer questions you may have.

TEXTBOOK:

There is no textbook required for this course. Readings of handouts and online excerpts will be required as assigned by the instructor.

GRADING:

Assignments/Evaluations (30% of grade):

Students will be expected to hand in a topic proposal (**10 points**), then a complete outline (**25 points**) of his or her Informative Speeches and Persuasive Speeches, as designated by the instructor at the time of assignment.

In addition, students are required to provide evaluations for peer speeches, as assigned by the instructor. (**10 points/evaluation**).

PRESENTATION OF SPEECHES:

Intro Speeches (30% of grade):

Intro Speech (1-2 Minutes) **50 Points**.

Process Speech (3 Minutes) **50 Points**. Grab Bag Speech (3-5 minutes) **50 Points**

Major Speeches (40% of grade):

Informative Speech (5-7 Minutes) **100 Points**. Persuasive Speech (8-10 Minutes) **150 Points**.

Grading (Con't):

A = 94-100	C = 74-76
A. = 90-93	C- = 70-73
B+ = 87-89	D+ = 67-69
B = 84-86	D- = 60-63
B. = 80-83	F = below 59
C+ = 77-79	

NOTICE ABOUT CANVAS:

Please note that all assignments and communications for this course will take place on Canvas, the FSU online learning platform. Students are responsible for logging on to Canvas and submitting assignments through Canvas. No assignments will be accepted in hard copy form. Training and orientation opportunities will be made available to all students as necessary. Problems with logging on must be addressed with the FSU HelpDesk; the instructor is not able to help with log-on issues.



Framingham

State University

Class Schedule:

Please note: Specific dates for each assignment can be found on Canvas.

Introduction to Course/Syllabus
Discussion: Communication
ApprehensionIntro to You

**Canvas Discussion On Communication
ApprehensionIntro to You Video**

Communication Tips/Group
WorkOutline Structure
How to choose an Informative Speech
TopicAudience

**Structure
Discussion Process
Speech Video
Topic for Informative Speech**

Visual Aides
Informative Speaking
Outlining an Informative
SpeechGrab Bag Speeches
How to choose a persuasive speech topic

**Topic Due for Persuasive
SpeechInformative Speech
Outlines Grab Bag
SpeechVideo**

Persuasive Speaking
Outlining a Persuasive
SpeechRhetorical Analysis

**Discussion: Rhetorical
AnalysisInformative Speech
Video Persuasive Speech
Outline**

Video of Influential
SpeechesResponses to
video

**Persuasive Speech Video
Assignment: Influential
Speeches**

Syllabus and Schedule Always Subject to Change.
Canvas will have specific dates. Check Canvas
frequently.