WI- SP 251  Principles of Effective Speaking  
Credits - 3

MW 10:00 – 11:15 (60226)

INSTRUCTOR: Dr. Mary Jane Lewis (Dr. MJ)
LOCATION: Alaka`i 129
OFFICE HOURS: M/W 12:30 – 2:00, T/R 9-10
And by appointment
TELEPHONE: 236-9239
EMAIL: lewisml@hawaii.edu
EFFECTIVE DATE: Spring 2014

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai`i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide Oʻahu’s Koʻolau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

Theory and practice of public speaking. Emphasizes practical skills in communicating with today’s audiences, planning and delivering speeches. (3 hours lecture.) Prerequisite: ENG 100 or SP 151. OC DA, Activities Required at Scheduled Times Other Than Class Time - None

STUDENT LEARNING OUTCOMES

1. Write and present a Biography Speech including a research and response report.
2. Interview a professional face-to-face including a Q/A and follow-up report.
3. Write/present a Persuasive Speech including a research/response/audience report.
4. Participate in a Group Informative Discussion including a research and response report.
5. Complete the Midterm Exam and Final Exam.
6. Maintain a portfolio that meets the UHM writing intensive requirement of 16 pages.

EACH STUDENT IS REQUIRED TO MEET ONE-ON-ONE WITH THE INSTRUCTOR THREE TIMES THIS SEMESTER.
COURSE CONTENT

Concepts or Topics

• Special occasion speech
• Informative speaking
• Persuasive speaking
• Speech analysis
• Interview techniques
• Group presentation
• Research & writing

Skills or Competencies

See Class Schedule & Class Handouts

COURSE TASKS

1. Complete all written assignments, presentations and supplementary exercises.
2. Participate in class discussion and in-class activities.
3. Apply critical thinking skills.

ASSESSMENT TASKS AND GRADING

CLASS ACTIVITIES POINTS

PRESENTATIONS
Biography Speech 150
Persuasive Speech 150
Group Informative Discussion (Group 50, Individual 150) 200

INTERVIEW & FOLLOW REPORT
Face-to-face interview (Follow-up report) 100
10 Q/A & Thank you email (must be in email format) 100
Midterm Exam 150
Final Exam 150

WRITING PORTFOLIO: There will be 16 required entries. If any entries are missing (- 15) points per entry will be deducted from the final score.

TOTAL: 1000 points

LEARNING RESOURCES

**GRADING & COURSE POLICIES**

1000 – 900 = A  
899 – 800 = B  
799 - 700 = C  
699 - 600 = D  
599 - = F

**ATTENDANCE, LATE WORK, LEAVING EARLY, TEXT and LAPTOP USE**

1) Attendance is required every class. The roll sheet will be passed around the room until 10 minutes after class begins. Students will be considered absent if they arrive after 10 minutes. There will be a -10 point deduction for each class missed without a document from a physician, court appearance, or proof of death in the immediate family. A hand-written personal note, family crisis or job responsibility will not be accepted as an excused absence. Students must bring the document the NEXT class period, in order for the day to be considered excused.

2) Late assignments are not accepted. Not giving a speech on the day assigned to speak or not taking an exam on the due date will result in a zero for the assignment, without one of the previously mentioned documents.

3) If you have to leave class early before the class is dismissed, be sure to ask the instructor for permission. If you leave early before the class is dismissed and without permission, you will be considered absent for the day, and -10 points will be deducted.

4) If you text in class, you will be considered absent for the day, and -10 points will be deducted.

5) Every assignment must be typed. If the assignment is hand-written, you will not be able to meet with the instructor one-on-one or present the speech, and you will receive a zero for the assignment.

6) Laptops should not be used in class unless stated for a specific assignment.

**PLAGARISM and CHEATING**

1) Plagiarism and cheating on any assignment or exam violates the University of Hawaii Student Conduct Code. As previously stated, penalties range from receiving no points for the assignment to failure of the course.

**DISABILITIES ACCOMMODATION STATEMENT**

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
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<th>WEEK</th>
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| Week 1     | Course Introduction  
             | Partner Speech/Group Selection |
| Week 2     | MLK, Jr. (Holiday, Jan 20)  
             | Chapter Presentations – Group 1 (Chapter 1 and 2)  
             | Group 2 (Chapter 3 and 4) |
| Week 3     | Chapter Presentations - Group 3 (Chapter 5, 9, & 10)  
             | Group 4 (Chapter 11, 12 & 13) |
| Attn:      | Chapter 11 - Please disregard the pages about the Working Outline including pages 326-328, 329-343. Do include pages 328 regarding the Speaking Outline and pages 343-350, Creating Your Speaking Outline. |
| Week 4     | Chapter Presentations (cont)  
             | Biography Speech Preparation |
| Week 5     | Biography Speech Preparation |
| Week 6     | PRESIDENT’S DAY (Holiday, Feb 17)  
             | BIOGRAPHY SPEECH |
| Week 7     | BIOGRAPHY SPEECH  
             | Midterm Review (Chaps 1 – 5, 9 – 13) |
| Week 8     | MIDTERM EXAM |
| Week 9     | Persuasive Speech Preparation |
| Week 10    | INTERVIEW ASSIGNMENT Pages 228-231 |
| Week 11    | Spring Break (March 24 – 28) |
| Week 12    | PERSUASIVE SPEECH |
| Week 13    | Group Informative Preparation |
| Week 14    | Group Informative Preparation |
| Week 15    | GROUP PRESENTATIONS |
| Week 16    | GROUP PRESENTATIONS |
| FINAL WEEK | FINAL EXAM (Chapter 6-8, 14-17, 19) |