# SPEECH 251 WI: Principles of Effective Speaking

**Course Location and Time:**
TR; 11:30 am – 12:45 pm
Hale Manaleo 111

**CRN:** 61162

**Instructor:** Audrey Badua  
**Email:** amendoza@hawaii.edu  
**Office:** Hale Manaleo 107  
**Phone:** (808) 236-9221  
**Office Hours:** TBA, please schedule an appointment to see me

## 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 O`ahu’s Ko`olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment – inspiring students to excellence.*

## COURSE DESCRIPTION

SP 251 provides students with the opportunity to build on their public speaking skills through extensive practice in speech preparation and delivery techniques. This course will focus on how to organize a presentation, develop rhetorical skills, and use analytical skills. Prerequisite - Credit for ENG 100 or SP 151.

Activities Required at Scheduled Times Other Than Class Times: Two Conferences  
The first conference must be scheduled by the 8th week of the semester and the second conference must be scheduled by the last week of school

## STUDENT LEARNING OUTCOMES

1. Demonstrate correct usage of relevant concepts, theories, and principles of effective public communication.  
2. Analyze the ethical implications of speaking and being an attentive audience member.  
3. Select appropriate and effective speech topics.  
4. Conduct quality research and gather supporting material for various types of public speeches.  
5. Critique and provide constructive feedback to public speakers.

To provide flexibility to adapt to particular needs or circumstances, the instructor reserves the right to deviate from the course outcomes, to add or omit tasks, and to adjust grades or points as the circumstances of the particular situation justify.
COURSE CONTENT

Concepts or Topics

• Communication Models
• Topic Selection
• Audience Analysis
• Listening and Responding
• Organizational Methods
• Nonverbal Communication
• Verbal Communication
• Persuasion
• Methods of Speaking

Skills or Competencies

See Class Schedule and Class Handouts

LEARNING RESOURCES

1. Materials posted on Laulima: Syllabus, assignments, class materials, and announcements will be distributed to the class via Laulima. It is your responsibility to regularly check your Laulima account. Log in using your UH username and password. Please check your email frequently as the instructor often sends information via email. The address for accessing Laulima is: https://laulima.hawaii.edu/portal.

2. Located below is a website to help with research, APA format & citations, and library resources.
http://manoa.hawaii.edu/researchbase/

3. Links to assist you
   • Critically analyzing information sources
     http://www.library.cornell.edu/olinuris/ref/research/skill26.htm
   • PubMed
   • OWL: APA Formatting and Style Guides
     http://owlenglish.purdue.edu/owl/resource/560/01/
   • APA Style
     http://www.apastyle.org/

4. I highly suggest you visit the Speech Lab and Writing Center for help and advise on your assignments.

STUDENT CONTRIBUTIONS

Academic Integrity: The Code of Student Conduct states that academic dishonesty includes both cheating and plagiarism. Plagiarism is, but is not limited to, “the use, by
paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Word-for-word copying of another’s work without the use of quotation marks and the citation of the source, paraphrasing another person's ideas without proper citation of the source, lack of reference to the sources (i.e., reference pages) from which the information was obtained, and misleading citations are all considered plagiarism. Plagiarism will be handled accordingly depending on the severity of the issue.

**Attendance Policy:** Regular and prompt attendance is necessary for students to achieve the goals of this course. Most activities build upon one another so attendance and adequate preparation for each class period are essential. Students are responsible for material covered in classes in which they were absent (whether the absence was excused or unexcused) or late to class.

Henceforth:

**Unexcused Absences**

*Absolutely no make-ups* will be given for unexcused absences resulting in a missed speech performance, examination, or in-class activity. If there is a prior engagement, notify your instructor and discuss your situation.

Deductions for unexcused absences. Attendance will be regularly recorded. For every unexcused absence, your overall grade will be lowered by **5 points** per absence.

Deductions for tardiness. If students are 15 minutes late to class, they will be marked as late. For every two classes that a student is marked late, it will equal to one unexcused absence. It is encouraged that students come to class on time.

**Assignments:** All assignments must be typed and double-spaced with one-inch margins on the left, right, top, and bottom of each page to receive credit. Please use Times New Roman as a standard font type. *A hard copy of assignments is required. Emailed assignments and handwritten assignments will NOT be accepted unless stated by the instructor.*

**E-mails:** The University of Hawaii e-mail has been declared an official means for communication with students. Executive Policy E2.213 reads: “Students are responsible for checking their email account frequently and consistently to remain current with University communications. They are expected to monitor and manage their email storage quota to insure that their mailboxes are not saturated and are able to receive new messages.”

**Cellular/Digital Phones and Other Electronic Devices:** Before attending class, turn off all cellular/digital phones and other portable electronic devices that can ring and disrupt the class. *You will not receive participation points for the day if you are using your cell phone.*
COURSE TASKS

Participation: Due to the nature of a speech course, participation is necessary. Class discussions, student involvement, in-class activities, and attendance are regarded as participation. You will be recorded for both the informative and persuasive presentations. There will also be around 2 pop quizzes which will count toward participation.

Impromptu: Students will be randomly selected to provide an impromptu speech about topics (current event, controversial issue, etc.) in relation to the topic of discussion. If you are absent on an impromptu day, there will be no make-up participation.

Paper Assignments:
High quality papers will show depth of thinking and insight into the analyzing process of a literary piece. Papers should include references to material covered in the textbook using appropriate APA formatting. Each paper may vary on length depending on the assignment given to you by the instructor. Each paper should contain an introduction, an organized body with main ideas developed, and a thoughtful conclusion and must follow the paper requirements for this class. An Abstract is not required unless research paper is assigned. Any assignment that does not follow the directions provided and/or discussed in lecture will only earn a passing grade.

Writing Hallmarks:
- Writing promotes learning of course content
- Writing is considered to be a process in which multiple drafts are encouraged
- Writing contributes significantly to each student’s course grade
- Students do a substantial amount of writing, a minimum of 4,000 words
  - Depending on the types of writing appropriate to the discipline, students may write critical essays or reviews, journal entries, lab reports, research reports or reaction papers
- To allow for meaningful teach-student interaction on each student’s writing, the class is restricted to 20 students

Your grade will be based on the total number of points you earn as outlined directly below. You may find it useful to use the assignment chart below to keep track of your points through the semester.
Assignment | Points Possible
--- | ---
Introductory Speech | 15
Impromptu Speeches | 45
Commemorative Speech | 50
Informative Presentation | 100 (75 presentation, 25 outline)
Persuasive Presentation | 100 (75 presentation, 25 outline)
Group Work/Presentation | 100 (50 Presentation, 50 surveys)
Individual Reflection on Group | 50
Self Evaluations (2) | 40 (20 points each)
HW assignments (3) | 60 (20 points each)
Conference Attendance (2) | 10 (5 points each)
Participation & Attendance | 30
Unexcused Absences | - 5 points each day
**Total Points** | 600 points

Excellent | A (540-600)
Above Average | B (480-539)
Average | C (420-479)
Minimal Passing | D (360-419)
Failure | F (0-359)

**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.*

**Tentative Class Schedule**

<table>
<thead>
<tr>
<th>Date MW</th>
<th>Topic</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
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<tr>
<td>1/12</td>
<td>Course Introduction</td>
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<td>1/14</td>
<td>Anxiety &amp; Ethics</td>
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<td>Week 2</td>
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<tr>
<td>1/19</td>
<td>Self-Awareness</td>
<td>Introductory Speeches</td>
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<tr>
<td>1/21</td>
<td>Verbal/Language</td>
<td>Assignment #1 due 1/26 (Perception &amp; Language)</td>
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<tr>
<td>Week 3</td>
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<tr>
<td>1/26</td>
<td>Nonverbal</td>
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<tr>
<td>Date</td>
<td>Week</td>
<td>Activity</td>
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<tr>
<td>1/28</td>
<td></td>
<td>Continue Nonverbal</td>
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<tr>
<td>2/2</td>
<td>Week 4</td>
<td>Audience Analysis &amp; Informative Speaking</td>
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<tr>
<td>2/4</td>
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<td>Organizing &amp; Outlining</td>
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<td>2/9</td>
<td>Week 5</td>
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<td>2/11</td>
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<td>Workshop Day</td>
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<td>2/16</td>
<td>Week 6</td>
<td>Informative Presentations</td>
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<td>2/18</td>
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<td>Informative Presentations</td>
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<td>2/23</td>
<td>Week 7</td>
<td>Informative Presentations</td>
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<td>2/25</td>
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<td>Group Communication</td>
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<td>3/1</td>
<td>Week 8</td>
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<td>3/3</td>
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<td>3/8</td>
<td>Week 9</td>
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<td>3/15</td>
<td>Week 10</td>
<td>Group Presentations</td>
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<td>3/17</td>
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<td>Group Presentations</td>
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<tr>
<td>3/22</td>
<td>Week 11</td>
<td>Spring Break</td>
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<td>3/24</td>
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<td>Spring Break</td>
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<td>3/29</td>
<td>Week 12</td>
<td>Special Occasion Speeches</td>
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<td>3/31</td>
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<td>Interpersonal Relationships</td>
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<td>4/5</td>
<td>Week 13</td>
<td>Commemorative Presentations</td>
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<td>Date</td>
<td>Topic</td>
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<td>4/7</td>
<td>Commemorative Presentations</td>
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<td>Assignment #3 due 4/12</td>
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<td><em>Have a topic selected for persuasive</em></td>
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<td>Week 14</td>
<td>4/12</td>
<td>Persuasive Speaking</td>
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<tr>
<td>4/14</td>
<td>Methods of Persuasion</td>
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<tr>
<td>Week 15</td>
<td>4/19</td>
<td>Culture &amp; Communication</td>
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<td>4/21</td>
<td>Continue Persuasion</td>
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<td>Week 16</td>
<td>4/26</td>
<td>Persuasive Presentations</td>
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<tr>
<td>4/28</td>
<td>Persuasive Presentations</td>
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<tr>
<td>Week 17</td>
<td>5/3</td>
<td>Persuasive Presentations</td>
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**COURSE POLICIES AGREEMENT**

I have read and reviewed my Speech 251 syllabus and course policies. By signing this document, I acknowledge not only that I understand the policies and requirements of this course, but also that I understand the consequences of not following these policies. By not signing this document, I agree that I have not read the syllabus.

__________________________  Date: ______________
Print Name

__________________________
Signature