Course Description:
- A course focusing on the development of effective public speaking skills. Students completing this course will understand and be able to apply public speaking knowledge, including audience analysis, research and critical analysis of content, organization of content in appropriate formats, presentational skills, and the linguistic requirements of effective public speaking. These skills will be demonstrated through several speech presentations, including informative, persuasive, interpretive, and other styles. *(Doane College Lincoln and Grand Island Campus Catalog)*.

Class Meeting Times:
- Thursdays – 6:00 p.m. – 10:00 p.m.

Adjunct Professor:
- Mary Place-Schaffert, MA, Financial Services Professional, (Phone: 402-631-8848)
- Preferred Communication Mode – Email – mary.placeschaffert@doane.edu

Required Text:

Handouts:
- Plagiarism: What It is and How to Recognize and Avoid It, Produced by Writing Tutorial Services, Indiana University, Bloomington, IN, taken from [http://www.indiana.edu/~wts/wts/plagiarism.html](http://www.indiana.edu/~wts/wts/plagiarism.html).
- Doane College Academic Integrity Policy, reprinted from the Doane College Student Handbook. The Academic Dishonesty Policy was approved and adopted by the Doane College Faculty in May 1987.

Course Format:
- This course will be conducted through lecture, individual presentations, and group presentations.

Learning Goals and Objectives:
After completion of this course, students will be able to:
- Define the communications process and conduct audience analysis to determine how to best prepare presentations for target audiences. (Chapters 1, 2 and 5).
- Understand how ethics relate to public speaking and the presentation of speeches, and the importance of being a good listener as well as a good speaker (Chapters 3 and 4).
- Research, organize, develop and present informative, persuasive and extemporaneous speeches as individuals and as a group (Chapters 6-13, 15-18 and supporting handouts).
- Utilize presentation aids (visuals and handouts, etc.), (Chapter 14).
- Objectively and constructively evaluate orally and through written assessment, other students’ presentations.

Assessment and Class Policies:
Students will be able to obtain a total of 500 points as follows:
- 200 points – (25 points per class for in-class participation).
• 300 points – (100 points for three, in-class presentations).
  If applicable, all written assignments must be typed (double-spaced), and use a font of no less than 12pt.
• Grading Scale –
  97%-100% = A+  93%-96% = A  89%-92% = B+  85%-88% = B
  81%-84% = C+  78%-80% = C  74%-77% = D+  70%-73% = D
  69% and Below = Failing Grade
• All course material must be read prior to course meetings.
• Attendance is mandatory. Please advise professor of necessary absences prior to each class (more than two absences will result in reduction of letter grade).
• Cellular telephones must be turned off during class. Pagers for professional reasons are acceptable.
• A non-hostile and professional atmosphere is essential. All students and the professor will treat each other with respect and courtesy during all class sessions.

Course Schedule:
Week 1 –
• Introductions; student information sheets
• Discuss syllabus
• Current events
• Discussion – chapters 1-5

Week 2 –
• Current events
• Discussion – chapters 6-13

Week 3 –
• Current events
• Discussion – chapters 14-18
• Work on informative speeches

Week 4 –
• Present informative speeches
• Current events
• Work on persuasive speeches

Week 5 –
• Current events
• Continue work on persuasive speeches

Week 6 –
• Present persuasive speeches
• Current events

Week 7 –
• Give topic for extemporaneous speeches to groups; research and develop presentation
• Present extemporaneous speeches

Week 8 –
• Class assessments – to computer lab to complete
• Current events
• Review course material and types of presentations