

WESTCHESTER COMMUNITY COLLEGE
Valhalla, NY 10595

SYLLABUS

COURSE	Speech Communication Honors
INSTRUCTION	Professor Kalfayan
OFFICE LOCATION	SC309
OFFICE TELEPHONE	785-7873 (please leave a message on the voice mail service if I am unavailable).
TEXT	<i>Communication in Our Lives</i> by Juila T. Woods

COURSE DESCRIPTION

Theory and performance in interpersonal communications and public speaking; the preparation, delivery, and critical evaluation of representative oral presentations. Works cited are drawn from diverse cultures and backgrounds. This course grants communications or English credit. Class hours 3. Offered every semester.

OBJECTIVES

This course will help you to:

1. Develop an understanding of the speech process and acceptable standards of speech production.
2. Work to enhance and facilitate task oriented assignments in small and large groups.
3. Identify and discuss analytically the non-verbal behaviors of human beings in various contexts.
4. Speak with ease extemporaneously and in an impromptu nature on diverse subjects.
5. Develop an understanding of the relationships among language (precision of), perceptions (awareness of self and others), and thought (critical thinking).
6. Develop a greater measure of self-confidence and freedom in communication situations.

METHODS

By participating in a variety of learning experiences through required readings, lectures, discussions, the writing and sharing of reaction papers, classroom exercises, evaluations both by instructor and audiences formal and impromptu presentations, written tests, and the use of visual materials the student grasp the concepts of being an effective communicator and facilitator.

This is a performance course in which your presence plays a large and important role. As an adult, and Honors Student, and a member of this academic community, each of you has obligations not only as an individual presenter, but also as an integral part of a successful group process. Not only does your own progress and performance depend on your commitment to the class, but the progress and performance of your classmates as well. They must depend on you to listen and evaluate, to participate actively in projects and exercises, and to be there to do your part on preparation and performance days.

This class meets three (3) times a week. You will be given a grade for you attendance as follows:

- >> A grade of “A” will be given as your attendance grade if you have three (3) or less absences.
- >> A grade of “B” will be given as your attendance grade if you have four (4) to six (6) absences.
- >> A grade of “C” will be given as your attendance grade if you have seven (7) to nine (9) absences.
- >> A grade of “D” will be given as your attendance grade if you have ten (10) absences.
- >> A grade of “F” will be given as your attendance grade if you exceed ten (10) absences.
- >> Late arrivals – three (3) lates equal one absence. Should you be unavoidably late to class, please do not enter during someone’s presentation.

NOTE: Being absent does not excuse you from your responsibility for completed assignments, tests, speech deadlines or group work. If a student is absent, they are responsible for obtaining assignments from a classmate. It is suggested that you form study groups and trade phone numbers with a classmate for this purpose.

DUE DATES

In the interest of fairness to all, a mid-term exam taken after the day it is scheduled, for any reason, will be marked down twenty points. **Late papers** will be accepted up to one week after the due date, and will be marked down one full letter grade. **Late outlines or bibliographies** will follow the late papers. If for any reason, you should miss your speech date, your grade will begin with a “C”.

All of this, will enable the class to run professionally and organized.

COURSE OUTLINE

Week(s)

- | | |
|--------|--|
| 1 | Introductions/Overview
Readings: 1, 4, 5, and 11
Assignment of group lectures |
| 2. | Listening Lecture/Assignment |
| 3 | Choosing and Developing a Topic
Reading Chapter 12
Speech Exercise |
| 4 | Patterns of Organization
Informative Speech Making Lecture
Reading Chapter 13 & 14 |
| 5 | Visual Aid Lecture/Supporting Material
Demonstration Lecture |
| 6 & 7 | Demonstration Speech Presentation |
| 8 | Mid-Term Exam |
| 9 & 10 | Informative Speech Presentations |
| 11 | Non-verbal Communication Lecture
Guidelines for Reaction Paper |
| 12 | Persuasive Lecture |

COURSE OUTLINE (continued)

Week(s)

13 & 14 Persuasive Speech Presentation

15 Guidelines for the Final

16 Final Exam given during *Exam Week*. You will be notified of the date **four weeks** into the semester.

GRADING POLICY

Demonstration Speech.....	20% - includes written outline, for further reading citations, and verbal presentation
Informative Speech.....	20% - includes written outline, bibliography and verbal presentation
Persuasive Speech.....	20% - includes written outline, bibliography and verbal presentation
Mid-term	15%
Final Exam	15%
Attendance.....	10%

TESTING

<u>Adaptation</u>	<u>Delivery</u>	<u>Content</u>	<u>Support</u>
<ul style="list-style-type: none"> • Topic • Situation • Audience 	<ul style="list-style-type: none"> • Posture/Movement • Eye Contact • Quality/Pitch/Duration/Volume • Pausing Techniques • Familiarity 	<ul style="list-style-type: none"> • Organization • Language Usage • Conversation Quality • Adequacy • Transition • Introduction • Body • Conclusion 	<ul style="list-style-type: none"> • Appropriateness • Ethics/Appeals/Plan • Qualifications • Visual Aids

Measurement of knowledge in the students' written preparation, and the mid-term and final examinations.

<ul style="list-style-type: none"> • Extemporaneous • Analogy • Informative Speech • Illustrations • Thesis Statement • Cause-Effect Order • Motivated Sequence • Explaining 	<ul style="list-style-type: none"> • Impromptu • Persuasion/Techniques • Goals of an Introduction/Conclusion • Definitions • Spatial Order • Problem-Solution Order • Bibliography • Critical 	<ul style="list-style-type: none"> • Rhetorical Question • Demonstration Speech • Examples • Testimony • Time Order • Topical Order • Attention Getting Device • Proposal: Fact Value Policy
--	---	--

- Communication
Defined/Examples
- Listening/Defined/Effective
Techniques
- Connotation
- Interpersonal Communication
Defined/Examples
- Language/Gender-Specific
- Communication Model:
Frame of reference
sender
receiver
feedback
updating
- Intrapersonal Communication
Defined/Examples
- Denotation
- Paralanguage
- Meta-messages
- Multi-cultural communication
- Perception/self/others
- Non-verbal communication
- Self-filling prophecy
- Global communication

SUGGESTED READINGS

- *Speech Communication Now!: An Introduction to Rhetorical Influences*, John J. Makay, Thomas Sawyer
- *Speech Communication in Business and the Professions*, Larry A. Samovar, Myron W. Lustig, Stephen W. King
- *Speech: Dynamic Communication*, Milton Dickens
- *Speech Communication: The Speechmaking Process*, Raymond S. Ross