

## **CT101 Communication Skills**

Professor Carleigh Hill

Monday, Wednesday, Friday: 9:06-9:56 a.m.

e-mail: chill@centralmethodist.edu; cell: 314-440-7220 (10 a.m. to 9 p.m., please)

New Franklin High School, LaPlata High School, Gower High School

**CMU Mission:** Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

**Course Description:** This course involves the study of communication with emphasis on the development of research skills, organization skills, critical thinking skills, and presentation skills necessary to be an effective public speaker in various situations. This course is required of all students and must be taken during the first three semesters of a student's enrollment at CMU.

**Text:** Lucas, Stephen E. *The Art of Public Speaking*. 9th ed. McGraw-Hill.

### **Course Objectives:**

Objectives include, but may not be limited to:

- ☆ Recognize and respond to key characteristics of each audience in designing and delivering an oral message;
- ☆ Gather and solicit appropriate supporting material and cite appropriately to avoid unethical use of information;
- ☆ Follow a pattern of organizational effectiveness;
- ☆ Demonstrate careful use and choice of words; and
- ☆ Use vocal and physical behavior in manner supportive of purpose and meaning of the verbal message.

**Teaching Philosophy and Methodology:** This class is organized into several units requiring students to build on skills learned in previous units. Each unit culminates in a speech of some type. All major speeches and reading assignments are listed on the syllabus, but some class activities such as watching, analyzing and discussing speeches, pop quizzes based on readings and impromptu speeches will occur from time to time. If you have a pre-excused absence during one of these activities you may ask for a substitute activity – if you don't ask I won't offer. Extra credit may or may not be offered throughout the semester.

### **Attendance and participation:**

- Class attendance is ultimately your responsibility, but I will take role at the start of each class.
- More than FOUR UNEXCUSED ABSENCES will result in an automatic 20% penalty on your final grade. More than six unexcused absences will result in a fail grade.
- If you miss a scheduled speech you will be penalized one letter grade each class day until the speech is made up. The same goes for exams.
- If you know you will be absent certain class times please let me know as far in advance as possible, whether it is an "excused" absence or not. You are still responsible for obtaining the class assignments and turning them in on time, either from a classmate or emailing me.
- Excused absences are granted for school-related events (academic competitions or sports games) NOT school activities that are elective, like decorating for Homecoming; medical excuses with documentation (from a parent or school official) faxed within one week of the absence; or a special instance discussed with me privately AHEAD OF TIME.

## KEEP YOUR SYLLABUS

- Recurrent tardiness, use of cell phones, sleeping or talking in class will affect your participation grade.

### Classroom Policies:

- Do not mute the ITV microphone unless instructed to do so. Keep the camera directed at the class and zoomed in sufficiently that I can see faces.
- Turn cell phones off during class.
- No radios, iPods, laptops or headphones are allowed in class.
- Do not work on homework from other classes during this class.
- Please listen and do not interrupt whoever is speaking.

**Homework:** If you have been assigned work during a class to be handed in at a later time it must be typed, in 12-point font, double-spaced with your name and school at the top of the page. (I would suggest putting your name and school in a header so that the information is on every page.) If work is done in class it needs to be written as neatly as possible on a full page of notebook paper in either blue or black ink or pencil and your name and school should be written at the top of the page.

**Academic Honesty:** As a student of Central Methodist University you are responsible for knowing and following the Academic Honesty policy as stated in the Student Handbook. It can also be found online at <http://www.centralmethodist.edu/cmcurrent/fayette.asp> under the Academics heading as a pdf file. If you are found to have plagiarized you will receive no credit for the assignment, you will be under probation for all remaining assignments, your school ITV coordinator will be notified and you will be required to return a letter acknowledging the plagiarism signed by you and a parent. We will discuss plagiarism and ethical research early in the semester.

### COURSE GRADING

Impromptu Speech I - Informational	50
Impromptu Speech II - Special Occasion	50
Introductory Speech	50
Group Speech	75
Informative Speech	100
Persuasive Speech	125
Quizzes/In-class activities	100
Exam I	100
Exam II	<u>150</u>
	= 800 pts TOTAL

### COURSE CALENDAR

Aug 31: Chapter 1 Introduction to Public Speaking and Culture  
Sept 2, 4: Chapter 16 Informative Speaking  
Sept 9: Chapter 2 Giving Your First Speech: Developing Confidence  
Sept 11: Chapter 9 Organizing Your Speech  
Sept 14, 16: SELF-INTRODUCTION SPEECHES; Preparation Outline and Speaking Outline DUE  
Sept 18: Chapter 10 Completing Your Speech  
Sept 21: Chapter 11 Outlining Your Speech  
Sept 23: Chapter 6 Audience Analysis  
Sept 25: Chapter 3 Ethics and Diversity

KEEP YOUR SYLLABUS

Sept 28, 30: Chapter 5 Selecting Your Topic and Purpose  
Oct 2: IMPROMTU INFORMATIVE SPEECHES; Informative Speech Topic DUE  
Oct 5, 7: Chapter 7 Researching Your Speech in an Electronic Culture  
Oct 12: Chapter 8 Choosing Supporting Materials  
Oct 14: Review  
Oct 16: MIDTERM  
Oct 19: Chapter 14 Delivering Your Speech  
Oct 21: Review and prepare  
Oct 26, 28, 30: INFORMATIVE SPEECHES; Preparation Outline and Works Cited DUE  
Nov 2: Chapter 4 Effective Listening  
Nov 4: Appendix A Speaking in Small Groups  
Nov 6: Chapter 12 Choosing Effective Language  
Nov 9, 11: SMALL GROUP SPEECHES; Manuscript and Works Cited DUE  
Nov 13: Chapter 13 Visual Aids  
Nov 16: Chapter 15 Telling Narratives  
Nov 18: Chapter 17 Persuasive Speaking  
Nov 20: Chapter 18 Persuasive Reasoning Methods; Persuasive Speech Topic DUE  
Nov 30: Appendix B Speaking on Special Occasions  
Dec 2: IMPROMPTU SPECIAL OCCASION SPEECHES  
Dec 4: Review  
Dec 7, 9, 11: PERSUASIVE SPEECHES; Preparation Outline and Works Cited DUE  
FINAL