

COMM 204 Public Speaking (4 units)

FALL 2021 – M/W – 8:30 – 9:50am

Section: 20374

Location: ANN L115

Instructor: Adam Navarro

Office Hours: Classroom or online

Contact: adamnava@usc.edu

Class Website:

<http://aenavarro125.wixsite.com/mysite-1>

Course Description

An introduction to the fundamental principles and techniques of effective oral communication. Students will frequently prepare and present talks of informative or persuasive intent. Emphasis will be placed on the collection, analysis, and organization of material appropriate to typical public address situations, as well as on the linguistic, vocal, and physical skills needed for effective delivery.

Student Learning Outcomes

By completing this course, students will be able to:

- Express themselves critically and creatively through public speaking
- Understand fundamental speech concepts and strategies and apply them in practice
- Analyze audiences to meet their communicative needs and respect their boundaries
- Conduct research and present evidence as components of speech activities
- Effectively supplement their speeches with multimedia tools and visual aids
- Apply inclusivity criteria to their speeches
- Apply ethics common to the communication discipline in their construction of speeches
- Describe the fundamentals of voice anatomy
- Apply fundamental vocal techniques as part of a healthy speech practice
- Build their confidence as public speakers

READING MATERIALS:

[Public Speaking Project](#)

Speak for Yourself: An Introduction to Public Speaking by Adam Navarro.

(ZCT) Apple iBooks version Available here <https://books.apple.com/us/book/speak-for-yourself/id1450182651>

(ZCT) PDF Version available here [https://b1f107c2-9add-48a4-8305-](https://b1f107c2-9add-48a4-8305-80ea7f1008fb.filesusr.com/ugd/40512f_038034f60f4347ebaa9f186915a98384.pdf)

[80ea7f1008fb.filesusr.com/ugd/40512f_038034f60f4347ebaa9f186915a98384.pdf](https://b1f107c2-9add-48a4-8305-80ea7f1008fb.filesusr.com/ugd/40512f_038034f60f4347ebaa9f186915a98384.pdf)

Dropping the Class

It is the student's responsibility to officially withdraw (drop) from the class. Students who no longer attend class but do not withdraw will receive a failing grade ("F") at the end of the semester, USC policy.

Add/Drop Dates for Session 001 (15 weeks: 8/23/21 – 12/3/21)

Link: <https://classes.usc.edu/term-20213/calendar/>

Friday, September 10: Last day to register and add classes for Session 001

Friday, September 10: Last day to change enrollment option to Pass/No Pass or Audit for Session 001

Friday, September 10: Last day to purchase or waive tuition refund insurance for fall

Tuesday, September 14: Last day to add or drop a Monday-only class without a mark of "W" and receive a refund or

change to Pass/No Pass or Audit for Session 001

Friday, October 8: Last day to drop a course without a mark of “W” on the transcript for Session 001. Mark of “W” will still appear on student record and STARS report and tuition charges still apply. [Please drop any course by the end of week three (or the 20 percent mark of the session) to avoid tuition charges.]

Friday, October 8: Last day to change pass/no pass to letter grade for Session 001. [All major and minor courses must be taken for a letter grade.]

Friday, November 12: Last day to drop a class with a mark of “W” for Session 001

Saturday, November 13: Last day to change between letter grade or Pass/No pass in a letter graded course for Session 001.

Make-Ups/Unexcused Absences

No “late” papers/presentations will be accepted and **No** make-up exams will be given unless you have an excused absence. Unexcused absences will result in a grade of zero (0) for all assigned work and presentations.

Excused absences include the following and only the following:

- A physician’s verified medical excuse.
- A school sponsored event (e.g.: debate tournament, athletic event) in which you are a participant. In this case, it is your responsibility to show me written verification from your coach **before the event occurs**.
- A funeral provided you bring me the funeral program.

If you are tardy the day a speech is due, you will receive a letter grade point deduction for every student speech you miss. You are not allowed to walk into class while others are presenting. Therefore, missing a speech or two could make you 20-30 minutes late.

Classroom Decorum

You are required to take responsibility for your own actions and must honor the attempts of others to improve themselves. You will be asked to challenge yourself, to expand your comfort zones, and to respect those around you. A speech class can be one of the best classes you will take because the classroom environment is so positive and constructive. This class is about growth, yours and your classmates.

This is also a class about self-expression. Everyone in this class will fumble, everyone will improve, and hopefully everyone will have fun. I will make every effort to create a classroom environment where people feel comfortable and confident expressing themselves. This includes everyone and anyone! Therefore, I will not tolerate racist, sexist, homophobic, condescending, or judgmental language in our class discussions or in your presentations. We will discuss a wide variety of interesting issues this semester. You never have to agree with an idea, example, experience or concept, but you must listen receptively to everyone. If I feel you are unable to offer classmates your undivided respect, you will be removed. The only person you are allowed to make fun of in this class is yourself-and even self-deprecation should be kept to a minimum and only be used as a rhetorical device in a speech.

Interview Speech (5 points): Will be announced in class. Two parts.

Cultural Narrative Speech (10 points): This is a (3-5 minute) speech that requires you to tell the class a story about yourself. This story should exhibit your relationship to a particular culture (i.e. race, gender, sexuality, sports team, academic club, workplace, etc.). No outline required. Look to Cultural Narrative Speech Handout for further instruction.

Informative Speech (15 points): This is a (5-7 minute) original, factual speech on a realistic subject to fulfill the general goal of informing the audience. Your Informative Speech will consist of an introduction (attention getter, thesis, & preview statement), 3 main points, transitional devices, at least 4 credible sources, and a conclusion (restated preview statement, thesis, & attention getter). Typed outline required. Look to Informative Speech Handout for further instruction.

Special Occasion Speech (10 points): This is a (2-3 minute) original speech designed to prepare you for speeches that are given in ceremonial contexts (funeral, graduation, weddings, etc.) No outline required. Look to Special Occasion Speech Handout posted on my website for further instructions.

Persuasive Speech (20 points): This is an (7-9 minute) original speech designed to inspire, reinforce, or change beliefs, attitudes, values, or actions of the audience. Much like the informative speech, you will be graded on use of

organizational techniques. You will be required to incorporate 6 credible sources. Look to Persuasive Speech Handout for further instruction.

Midterm (10 points) & Final Exam for (15 points): Multiple Choice & Short answer; 882E-SCANTRON REQUIRED. Review for exams will be in class.

Participation (15 points): The class will be assigned participation activities (quizzes, role play, application games, in-class analyses, etc.) almost every day of class. If you are not here, you will be unable to participate which will result in point deductions. Much of your participation will rely on chapter readings assigned in this course. If you are unable to answer particular questions because you are behind in the reading, your participations score will be reduced. Additionally, your participation score also reflects your ability to effectively listen to others. Listening is after all a theoretical component, which the author of your textbook dedicates an entire chapter to. Furthermore, the nature of this class requires heavy personal disclosure of experiences—so if you aren't providing your full attention, you are at risk of seeming insensitive. If you are a bad audience member, if you are caught distracted by a laptop, cell phone, practicing your speech, writing your personal to-do lists, doing homework, fingernails, split ends, a loud candy wrapper, or your peers love notes, your participation score will be reduced.

And finally, attendance and tardiness impacts your participation score significantly. Each tardy results in a .25 -point deduction. It is also your responsibility to make sure that I have you documented as tardy and not absent before you leave. Otherwise, you will receive a .5-point deduction. (Refer to excused/unexcused absence policy above for rule contingencies.)

Assignment	Points	% of Grade
Interview / Introduction Speech	5	5%
Cultural Narrative Speech	10	10%
Informative Speech	15	15%
Special Occasion Speech	10	10%
Persuasive Speech	20	20%
Midterm	10	10%
Final Exam	15	15%
Participation	15	15%
Total	100	100%

GRADING SCALE out of 100 points (Total number of points accumulated)

94 to 100%: A	80% to 83%: B-	67% to 69%: D+
90% to 93%: A-	77% to 79%: C+	64% to 66%: D
87% to 89%: B+	74% to 76%: C	60% to 63%: D-
84% to 86%: B	70% to 73%: C-	0% to 59%: F

ACADEMIC HONESTY: Cheating and plagiarism are serious violations of the student conduct code. Cheating or plagiarizing will result in a zero on the assignment or test and may result in suspension, failure in the course, and/or other disciplinary action taken by the College. All incidents of cheating and plagiarism will be reported to the Office of Student Affairs.

Statement on Academic Conduct and Support Systems

a. Academic Conduct

Plagiarism

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in [SCampus](#) in Part B, Section 11, “[Behavior Violating University Standards](#).” Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, policy.usc.edu/scientific-misconduct.

The School of Communication maintains a commitment to the highest standards of ethical conduct and academic excellence. Any student found responsible for plagiarism, fabrication, cheating on examinations, or purchasing papers or other assignments will be reported to the Office of Student Judicial Affairs and Community Standards and may be dismissed from the School of Communication. There are no exceptions to the school’s policy.

In addition, it is assumed that the work you submit for this course is work you have produced entirely by yourself, and has not been previously produced by you for submission in another course, without approval of the instructor.

b. Support Systems

Counseling and Mental Health - (213) 740-9355 – 24/7 on call

studenthealth.usc.edu/counseling

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call

suicidepreventionlifeline.org

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention and Services (RSVP) - (213) 740-9355(WELL), press “0” after hours – 24/7 on call

studenthealth.usc.edu/sexual-assault

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED)- (213) 740-5086 | Title IX – (213) 821-8298

equity.usc.edu, titleix.usc.edu

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following *protected characteristics*: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298

usc-advocate.symplicity.com/care_report

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity |Title IX for appropriate investigation, supportive measures, and response.

The Office of Disability Services and Programs - (213) 740-0776

dsp.usc.edu

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Support and Advocacy - (213) 821-4710

ucsa.usc.edu

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101

diversity.usc.edu

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

dps.usc.edu, emergency.usc.edu

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call

dps.usc.edu

Non-emergency assistance or information.

Annenberg Student Success Fund

<https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards>

The Annenberg Student Success Fund is a donor-funded financial aid account available to USC Annenberg undergraduate and graduate students for non-tuition expenses related to extra- and co-curricular programs and opportunities.

Tentative Class Schedule

August 23 rd	Overview of Course Syllabus/Expectations Overview of Student Codes of Conduct Meet positive buddy Interview Speech
August 25 th	Continue Interview Speech. Name Game (if time permits) <i>Homework: Read Chapter 1 (Becoming a Public Speaker) by the following class period.</i>
August 30 th	Discuss Chapter 1 (Becoming a Public Speaker) <i>Homework: Read Chapter 5 (Listeners and Speakers) by the following class period.</i>
September 1 st	Discuss Chapter 5 (Listeners and Speakers) <i>Homework: Read Chapters 3 (Managing Speech Anxiety), 16 (Language), 17 (Methods of Delivery), 18 (The Voice), 19 (The Body). Bring in hard copy of favorite poem/song (no length/language requirement).</i>
September 6 th	Campus Closed (Labor Day)
September 8 th	Discussion Chapters 3 (Managing Speech Anxiety), 16 (Language), 17 (Methods of Delivery), 18 (The Voice), 19 (The Body). Improv Workshop Delivery Workshop

Homework: Prepare Cultural Narrative Speech

September 13th

Cultural Narrative Speeches Due Group A

If you are tardy the day a speech is due, you will receive a letter grade point deduction for every student speech you miss. You are not allowed to walk into class while others are presenting. Therefore, missing a speech or two could make you 20-30 minutes late.

September 15th

Continue Cultural Narrative Speeches Group B

Homework: Read Chapter 2 (Overview of a Speech), 4 (Ethical Public Speaking), 6 (Analyzing the Audience), 21 (Informative Speaking).

September 20th

Discuss Chapter 2 (Overview of a Speech), 4 (Ethical Public Speaking), 6 (Analyzing the Audience), 21 (Informative Speaking)

Overview of Informative Speech Assignment

Homework: Read Chapter 7 (Selecting a Topic and Purpose), Chapter 8 (Developing Supporting Material), Chapter 9 (Locating Supporting Material), Chapter 20 (Presentation Aids).

September 22nd

Discuss Chapters 7 (Selecting a Topic and Purpose), Chapter 8 (Developing Supporting Material), Chapter 9 (Locating Supporting Material), Chapter 20 (Presentation Aids).

Banned Topics

Homework: Determine Informative Topic. Have 3 topics picked out for next class.

September 27th

Topic Approval. Your topic must be approved by me. You will read three researched based topics for today. I may ask you to cite your research orally so make sure it is credible. The class will vote on what speech they want to hear and that is the topic you will do.

Homework: Read Chapters 10 (Internet Research), Chapter 11 (Citing Sources in your Speech).

September 29th

Citation Activity

Homework: Read Chapters 12 (Organization), 13 (Organizational Patterns), 14 (Outlining the Speech), 15 (Introducing and Concluding the Speech).

October 4th

Topic Revisions

Discuss Chapters 12 (Organization), 13 (Organizational Patterns), 14 (Outlining the Speech), 15 (Introducing and Concluding the Speech).

October 6th

Outline Activity

Midterm Review

Homework: Study for Midterm

Complete Informative Outline. Incomplete outlines will not receive full participation credit, which is the equivalent of losing a letter grade on the Informative Speech.

October 11th

Midterm (882E Scantron Required)

Homework: Complete Informative Outline. Incomplete outlines will not receive full participation credit, which is the equivalent of losing a letter grade on the Informative Speech.

October 13th

First Drafts of Informative Outlines due at the Beginning of Class. You will hand in the first draft of your typed outline. I will look over common errors for

you to correct before you hand in your final draft. If you do not bring a typed outline today, you lose participation points.
Homework: Rehearse Informative Speech

October 18 th	Discuss Chapter 23 (Speaking on Special Occasions). Discuss Special Occasion Speech
October 20 th	Delivery Workshop You will continue to work on your outlines but also be prepared to delivery parts of your speech. I may ask you to deliver portions of your speech to the class. Please be ready.
October 25 th	Final Draft Informative Outlines and Speeches Due (Group 1) All revised student outlines are collected on 10/25/21. Must submit a typed, printed copy. The instructor will not accept rough drafts of outlines that are hand written, through email or on disc. If you want credit for your outline, you must turn in a printed hard copy of it when collected. If you have a college-documented excuse (jury duty, hospitalization, etc.), you will have to staple documentation in addition to contacting me through email with the reason for your extension. <i>Homework: Read Chapter 23 (Speaking on Special Occasions).</i>
October 27 th	Continue Informative Speeches (Group 2) No outlines will not be accepted today.
November 1 st	Complete Informative Speeches (Group 3)
November 3 rd	Special Occasion Speeches Due If you are tardy the day a speech is due, you will receive a letter grade point deduction for every student speech you miss. You are not allowed to walk into class while others are presenting. Therefore, missing a speech or two could make you 20-30 minutes late. Topic Criteria for Persuasive Speech <i>Homework: Read Chapter 22 (Persuasion)</i> <i>Determine Persuasive Topic</i>
November 8 th	Discuss Fallacies Argumentation Activity
November 10 th	Topic Approval Discuss Chapter 22 (Persuasion) Overview of Persuasive Speech Assignment <i>Homework: Complete Persuasive Speech Outline.</i>
November 15 th	Progress Reports
November 17 th	First Drafts of Persuasive Outlines Due at the Beginning of Class. You will hand in the first draft of your typed outline. I will look over common errors for you to correct before you hand in your final draft. If you do not bring a typed outline today, you lose participation points.
November 22 nd	Delivery Workshop. You will continue to work on your outlines but also be prepared to delivery parts of your speech. I may ask you to deliver portions of your speech to the class. Be ready. <i>Homework: Prepare final drafts and speech for next class.</i>
November 24 th	Campus Closed (Thanksgiving Recess)

November 29th

**Final Draft of Persuasive Speeches Outlines Due
(Group 3)**

(All student outlines are collected on 11/29/2021. Must submit a hard copy.) All outlines will be collected at the beginning of class. The instructor will not accept final drafts of outlines through email or on disc. If you want credit for your outline, you must turn in a hard copy of it when collected.

If you have a college-documented excuse (jury duty, hospitalization, etc.), you will have to staple documentation in addition to contacting me through email with the reason for your extension. All students are expected to attend all days. Students who are tardy on either speech day will receive a deduction for every speech they miss.

Students who miss the first day of speeches will not be given an opportunity to speak if they don't provide a college documented excuse. This rule was established to maintain fairness for students who attend the first day and are forced to do their informative speech as a result of your absence. This rule also ensures speakers have an equal amount of audience members. Students who miss speech days will receive a 2-point deduction. If you have jury duty or another college documented excuse, you may make up the participation points (this should be arranged with me in advance).

December 1st

Continue Persuasive Speeches (Group 2) No outlines will be accepted today
Homework: Study for the Final Exam

December 6th

**Complete Persuasive Speeches Group 1
Final Announcements**

December 8th

Final Exam 8 – 10 AM (882E Scantron Required)